

GENERAL RISK ASSESSMENT FORM



PART A. ASSESSMENT DETAILS:

Area/task/activity: Visitors to school

Location of activity: 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 B1. 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)
Inexperience	Visitor/ staff/ pupils	Various injuries	<ul style="list-style-type: none"> • Full induction is carried out on the Visitor's first day • Visitor to be given full instruction/demonstration of tasks prior to them carrying out the task • Visitor only permitted to carry out tasks when competent to do so • Visitor to be supervised at all times by a competent member of staff • Visitor will have a mentor for the duration of their placement who they can raise any concerns or queries with

Lack of awareness of health and safety risks	Visitor/ staff/ pupils	Various injuries	<ul style="list-style-type: none"> • Health and safety training to be included in the induction programme and all instruction/demonstrations • Visitor to be given full tour of premises and made aware of any known hazards within the premises • Visitor to be made aware of any relevant risk assessments for tasks which they will carry out • Visitor to be supervised at all times by a competent member of staff
Physically or mentally immature	Visitor/ staff/ pupils	Various injuries	<ul style="list-style-type: none"> • Visitor will be assessed for physical and mental ability prior to any tasks being carried out • Where possible, Visitor's will not be subject to having to deal with violent and aggressive behaviour, and decision making in stressful situations
Fatigue	Visitor/ staff/ pupils	Various injuries	<ul style="list-style-type: none"> • The Working Time Regulations 1999 are followed • Visitor not to work more than eight hours a day or 40 hours a week • Visitor not to work outside of the hours 10 pm and 6am or between 11pm and 7am • Visitor will have 12 hours' rest between each working day • Visitor will receive two days' weekly rest and a 20-minute in-work rest break when working longer than 6 hours
Pace of Work	Visitor/ staff/ pupils	Various injuries	<ul style="list-style-type: none"> • The age and experience of the Visitor will be taken into account prior to tasks being allocated • Training/ instruction/demonstration will be provided for all tasks • Visitor will be supervised at all times by a competent member of staff

Temperature, noise and vibration	Visitor/ staff/ pupils	Various injuries	<p>Any intended exposure to extreme heat, cold, noise or vibration is carefully assessed; and minimised by;</p> <ul style="list-style-type: none"> • introducing suitable work patterns; • controlling work periods; • advising the Visitor of suitable clothing for extreme heat/cold • Noise at Work Regulations 2005 are adhered to • Suitable hearing protection where the daily personal noise exposure of young people exceeds 80 decibels (A weighted) is provided and monitored. • Exposure to noise to be limited • The Control of Vibration at Work Regulations 2005 are adhered to • Risk assessments for all equipment and tasks are carried out; • Visitor to be provided with competent instruction/demonstration and training
Manual handling	Visitor/ staff/ pupils	Various injuries	<ul style="list-style-type: none"> • Manual handling eliminated or avoided where possible • Visitor to be trained/ instruction/demonstration on correct manual handling techniques and assessed prior to any manual handling tasks • Visitor to follow all manual handling risk assessments • Visitor to be supervised by a competent member of staff
Chemicals	Visitor/ staff/ pupils	Ingestion Inhalation Eye contact Skin contact Skin Burn	<ul style="list-style-type: none"> • Chemicals stored in secure area, with access to chemicals by authorised personnel only • COSHH assessment has been completed for all hazardous substances and are followed • Manufacturers Safety Data sheets is available for further information in the case of an accident • There is a safety briefing given prior to the use of the substance • The equipment used is appropriate for the maturity, experience or any special needs of the Visitor • The use of controlled chemicals such as solvents and acids are not to be used by Visitors • Visitor to be issued with personal protective equipment were the risk assessment has identified the need • Specific restriction on exposure to certain chemicals i.e. toxic, carcinogens, mutagens,

Housekeeping	Visitor/ staff/ pupils	Slips, trips and falls	<ul style="list-style-type: none"> • Visitor instructed to ensure good housekeeping is maintained. • Regular inspection of all areas for spills defects etc • Reporting procedure for identified spillages, with prompt action to clean up and place signage were appropriate • Visitor to ensure that appropriate footwear is worn
Tools/equipment/machinery	Visitor/ staff/ pupils	Various injuries	<ul style="list-style-type: none"> • Safe use of Work Equipment & Provision and Use of Work Equipment Regulations 1998 & Approved Code of Practice and Guidance are adhered to • Visitor is trained/ instructed/demonstrated on equipment prior to use and only permitted to use when competent • Restriction on use of high risk equipment i.e. circular saws • Equipment is visually checked before each use • Personal protective equipment to be issued if the risk assessment has identified the need • Visitor to be supervised by a competent person at all times when using equipment/machinery
Violence & aggression Bullying & inappropriate teasing	Visitor/ staff/ pupils	Distress, Emotional harm	<ul style="list-style-type: none"> • Visitor will have a mentor for the duration of their placement who they can raise any concerns or queries with • Other staff will be made aware of what is and is not appropriate behaviour towards the Visitor • Visitors are informed to report any instances of bullying or other inappropriate behaviour to their mentor • Visitors are not involved in situations which are recognised as being potentially aggressive or violent

This general risk assessment will apply to this area/task/activity in most teams/schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply, please go to Part B2 on the next page. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in All Saints' Catholic High School.

Name: Cat Gillies.
Risk Assessor.

If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required.

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
Further significant hazards	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)

I certify that the assessment for the task/activity above covers all the significant hazards applicable(name of Team /School).

Signed:

Name:

(Line Manager/Headteacher).

PART C: ACTION PLAN Step 4 Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed