

Physis Heathgates Academy Risk Assessment



Physis Group

Review Date: 28.09.17

Date of next review September 2018

Area Staffroom/Rooms 1,2,3,5							
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures ✓ - indicates action completed
1	Back injury, hand trap, muscle strain	Staff, young people and Visitors	1	1	1	<ul style="list-style-type: none"> Two people to lift boxes. 	<ul style="list-style-type: none"> PAT testing was carried out on the 30.03.17 Fire Equipment testing dated the 01.04.16-This requires an annual check Staff are to ensure that they use the adjustable chairs to ensure comfortable use of the VDU.
	Injury from door, cupboard, draw		1	1	1	<ul style="list-style-type: none"> Stand clear of door when opening, thus avoiding impact with door Use handles on cabinet to open and close drawers 	
	Trapping hands/fingers in cabinet drawer		2	1	2	<ul style="list-style-type: none"> Ensure all cables are connected properly. No trailing leads on walkway. Switch off when not in use. 	
	Electric shock		1	2	2	<p>All electrical equipment is PAT tested yearly last tested 01.04.16</p>	
	Muscle strain, fall, item falling onto person		1	1	1	<ul style="list-style-type: none"> Ensure item is within easy reach and not too heavy. Use steps to reach items and pass to colleague prior to descending. 	
	Stapling into flesh		1	1	1	<ul style="list-style-type: none"> Ensure stapler in working order and loaded correctly. Lay paper out and position stapler, ensuring fingers are clear of stapling area. Press firmly with palm of hand. 	
	Eyestrain, headaches or back/upper limb disorders.		1	1	1	<ul style="list-style-type: none"> Never leave drawers open unnecessarily. Hands kept clear when opening and closing drawers Ensure all parcels, personal 	

	Trapping fingers, knocking legs on open drawers		2	1	2	belongings, etc are stored carefully, without causing obstruction • Appliances/plugs used correctly • Electrical items are PAT tested in accordance with regulations •	chance of it occurring again. • Fittings are checked that they are working fully within the weekly building audit
	Trips or falls		1	1	1		
	Fire		1	1	1		
	Yale Locks on external door		1	1	1		

(A) HAZARD RATINGS	1. Minor injury 2. Serious injury 3. Major injury/death	(B) LIKELIHOOD	1. Unlikely 2. Possible 3. Probable	(C) RISK PRIORITY	1-3 = Low 4-6 = Medium 7-9 = High	Note: If risk (C) is above 3, REVIEW CONTROL MEASURES
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THE RESULTS OF THIS ASSESSMENT MUST BE AGREED WITH RELEVANT STAFF. THE RISK ASSESSMENT WILL NEED TO BE REVIEWED ANNUALLY UNLESS THERE IS A CHANGE IN EQUIPMENT, STAFF, PROCEDURES, OR FOLLOWING AN ACCIDENT AND MUST BE REVISED IF NECESSARY.

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ACTIVITY Staff and Pupil Toilets							
No.	Potential Hazards	Who is affected?	Hazard Rating	Likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures ✓ - indicates action completed
2	Slips, trips and falls	Staff, young people and visitors	2	2	4	<ul style="list-style-type: none"> Spillages cleared up Towels/clothes etc not left on the floor Staff and young people to be made aware of the risk of hot water Bins must be emptied and cleaned on a regular basis to ensure that contaminants do not build up. Toilets to be cleaned on a regular basis Locks are there so that young people can have privacy when using the facilities of the bathroom. 	<ul style="list-style-type: none"> All faults reported to maintenance (leaks etc) Staff to promptly check bathrooms after these have been used by young people Temperature checks are completed and any issues will be reported asap and dealt with by maintenance. Fittings are checked that they are working fully within the weekly building audit Sanitary bins provided
	Hot water		1	1	1		
	Hygiene / communicable disease		2	1	2		
	Locks		1	1	1		
(A) HAZARD RATINGS		(B) LIKELIHOOD		(C) RISK PRIORITY		Note: If risk (C) is above 3, REVIEW CONTROL MEASURES	
1. Minor injury 2. Serious injury 3. Major injury/death		1. Unlikely 2. Possible 3. Probable		1-3 = Low 4-6 = Medium 7-9 = High			

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ACTIVITY Kitchen							
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures ✓ - indicates action completed
3	Knives	Staff, young people and visitors	2	2	4	<ul style="list-style-type: none"> • Staff/pupils are competent in the use of knives • Sharp Knives are contained in a locked unit in a locked room. These are used, washed and locked away again immediately after use. • Young person to be supervised at all times whilst using sharp knives • Trained first aiders on site at all times. 	<ul style="list-style-type: none"> • Young people must be supervised at all times when using sharp knives. • All faults reported to maintenance.
	Slips trips falls		2	1	2	<ul style="list-style-type: none"> • Good housekeeping – work areas tidy, appropriate storage, • Kitchen equipment maintained and faults reported to maintenance(leaks etc) • All spillages (including dry) cleaned up immediately • Suitable cleaning materials available at all times • Good lighting • No trailing wires in walkways and all significant changes in levels highlighted 	

	Hot surfaces, steam, hot liquids, food		2	1	1	<ul style="list-style-type: none"> • Staff and young person made aware of dangers in kitchen • Staff trained in first aid • All food must be checked on a regular basis to ensure all food is in date and safe to eat • Food must be stored correctly and clearly labelled (if required) • Food, fridges and freezer temperatures taken and recorded daily • Food to be cooked thoroughly. • Cooking and cleaning is not carried out at the same time • All chemicals are risk assessed with safety data sheets in COSHH file in the office • Food bought in reasonable quantities • Commonly used items to be stored in areas that are easily accessible • Staff trained in safe methods of lifting • All appliances are turned off after used • Electricity and water shut off points are clearly identified • Fire fighting equipment is 	Necessary signage on show at all times
	Expired food/food poisoning		1	1	1		
	Chemical contamination		1	1	1		
	Manual handling		2	1	2		
	Fire		1	1	1		

	Electric shock		1	2	2	inspected on a regular basis <ul style="list-style-type: none"> • Fire risk assessment annually reviewed • Electrical appliances are PAT tested in accordance with regulations • Electrical sockets checked regularly • Young person to be supervised whilst using the appliances
	Locks		1	3	3	Locks are placed on the door – but these are only ever used to manage the safety of the environment, never to infringe on the young person and their freedom to prepare food or drink.

(A)
HAZARD RATINGS

1. Minor injury
2. Serious injury
3. Major injury/death

(B)
LIKELIHOOD

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(C)
RISK PRIORITY

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MEASURES

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ACTIVITY Working Farm							
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures ✓ - indicates action completed
5	Working Farm over the drive from the Academy	Staff, young people and visitors	3	2	6	<p>The Head Teacher has a good working relationship with the owner of the farm, who also is the owner of Heathgates House.</p> <p>Should a young person be behaving unsafely in the farm the Police are to be called due to the high risk of heavy machinery kept in storage on the farm grounds</p>	<ul style="list-style-type: none"> All young people who rattend the school and staff who work here know that the Farm is working and that they are to take extra care when they go out of the gates at the front of the property, due to tractors using the drive. Young people know that they cannot go into the farm area, due to the risk posed by farm machinery etc.
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ACTIVITY
Stress

No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures ✓ - indicates action completed
6	Stress Long working hours	Staff and young people	2	2	4	<ul style="list-style-type: none"> Staff and supervisors must attend full supervisions and investigate any concerns Staff encouraged to complete all of the required work and time manage themselves to arrive and leave at suitable times All staff must attend regular meetings All staff are to attend the managing challenging behaviour training and take up any concerns with their managers Staff to debrief after incidents The lone working policy and risk assessment should be followed to reduce stress and promote safety All activities must be planned and staff to follow PBRA to identify potential stressors with control measures. If there are any instances of bullying this must be addressed immediately. 	<ul style="list-style-type: none"> All Supervisions up to date All staff receive PI training and attend refresher training in their induction into the company and throughout.
	Supervisions		1	1	1		
	Challenging behaviour		2	2	4		
	Major incident or disaster		1	1	1		
	Lone working		2	2	4		
	Activities		1	1	1		

	Bullying		1	1	1	<ul style="list-style-type: none"> Young people must be meaningfully consulted about their individual needs. 	<p>Monthly student / HT meetings. The Head Teacher has an open door policy, where the young people can speak to him and give advice on where they think improvements to the Academy could be made.</p>
	Young peoples needs not being met		1	1	1		

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HAZARD RATINGS

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ACTIVITY First aid / control of infection							
No.	Potential Hazards	Who is affected?	Hazard Rating	Like-likelihood	(AxB) Risk	Control Measures to Eliminate / Minimise the Risk	Additional measures ✓ - indicates action completed
7	No first aiders available	Staff, young people and visitors	1	1	1	<p>There must always be an adequate number of first aid trained staff on shift</p> <ul style="list-style-type: none"> There are regular first aid kit checks carried out and recorded in the health and safety file to ensure that kits are always fully stocked (stock is reordered as soon as it is used) If the emergency services need to be called staff should use their mobile or the nearest pay phone First aiders must not try to handle a situation that is beyond their capabilities they must only do what they are trained to do. All accidents are recorded and investigated where required to avoid the same injury happening again All staff must be aware of the location of the school so that they are able to call the emergency services. This is recorded in the daily log book 	<ul style="list-style-type: none"> All care staff on shift are Emergency First Aid trained Three teachers have First Aid at Work qualifications Completed weekly. There is a designated person in charge of first aid within the Academy.
	First aid kit not stocked properly		1	1	1		
	Home phone out of use		1	1	1		
	Injuries that can't be treated by first aiders		1	1	1		
	Reoccurring injuries		1	1	1		
	Calling emergency services		1	2	2		

	Control of infection Spread of viral infections and diseases due to bodily fluids/ air born infections		2	2	4	<ul style="list-style-type: none"> All body waste to be disposed of Young person suffering from any skin infections and diseases to use own towel, flannel, bedding, cutlery and crockery. All to be washed separately at high temperatures 	
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