



RISK ASSESSMENTS

Reach Alternative Education SW Ltd

Customer: Reach Alternative Education SW Ltd

Site Location: Hirst Cottage, Middle Street, Bower Hinton, Martock, TA12 6LL

Risk Assessor: Mr D Clark-Basten

Date of RA: Initial Risk Assessment - April 2023 (Reviewed April 2024)

*Risk Assessments
prepared by*



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ACCESS TO AND EGRESS FROM SITE

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|-------------------|------------------------------|-----------------------------------|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Access and Egress | Operative and general public | Unloading in public area | 4 | 4 | 16 | <ul style="list-style-type: none"> Alternative unloading location to be sought If not applicable, unloading and work area to be clearly marked and policed | 2 | 4 | 8 |
| | Operatives and visitors | Obstructed emergency access route | 4 | 3 | 12 | <ul style="list-style-type: none"> Ensure access routes are planned and kept clear Emergency routes to be double checked for accessibility Signage to be clearly displayed Emergency exit routes are to be clearly marked out and easy to identify | 2 | 3 | 6 |
| | Operatives and others | Struck by machinery | 4 | 3 | 12 | <ul style="list-style-type: none"> Machinery not to be left in walkways Provide clearly defined and identified walkways and safe pedestrian routes throughout the work area Machinery not to be left unattended | 2 | 3 | 6 |
| | Operatives and visitors | Slips, trips and falls | 3 | 3 | 9 | <ul style="list-style-type: none"> Good housekeeping procedures to be in place and adhered to No tools, trailing leads, trip hazards to be left on walkways | 2 | 3 | 6 |
| | Operatives and visitors | Struck by vehicle | 4 | 4 | 16 | <ul style="list-style-type: none"> Site operatives to police area during deliveries Site vehicles to be immobilised when not in use Site visitors to be accompanied Banksmen provided when reversing into tight or populated locations | 2 | 4 | 8 |

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| | PROBABLE | 4 | | MAJOR | 4 | | | 1 - 8 = LOW RISK | | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | | |
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CLEANING - GENERAL

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|---|----------------|---|------------|---|----|---|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Working at height | Cleaning staff | Staff using stepladders etc. that are in a poor condition leading to physical injuries. | 4 | 3 | 12 | <ul style="list-style-type: none"> Work at height to be kept to an absolute minimum. Staff to be instructed not to use damaged access equipment. Staff to be provided with suitable access equipment for working at height, each access equipment shall be selected for the specific task. | 2 | 3 | 6 |
| Wet cleaning of floors | Cleaning staff | Slips on wet floors may lead to personal injuries | 3 | 4 | 12 | <ul style="list-style-type: none"> Cleaners to erect a signboard stating which floor areas are in the process of being cleaned. A “two-mop” system of cleaning to be used i.e. wet mop to remove dirt and grease, a second mop to clean up residual water. Where possible, cleaning to take place out of normal working hours. | 1 | 4 | 4 |
| Cleaning of work surfaces using chemical cleaners | Cleaning staff | Regular use of chemical cleaners may lead to skin conditions. | 4 | 3 | 12 | <ul style="list-style-type: none"> Only non-caustic, low alkaline cleaning chemicals to be used. Rubber gloves to be provided and worn by all cleaning staff. Cleaning chemicals to only be used in accordance with the manufacturer’s instructions. | 2 | 3 | 6 |
| Cleaning of surfaces etc. using steam cleaners | Cleaning staff | Incorrect use of steam cleaners may lead to burns and scalds. | 3 | 3 | 9 | <ul style="list-style-type: none"> All cleaning staff to be instructed in machine use. Rubber gloves to be provided and worn by all cleaning staff when using the machine. Cleaning areas to be kept clear of other people while steam cleaning is undertaken. | 1 | 3 | 3 |

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| Cleaning of cooking equipment | Cleaning staff | Cleaning equipment that is hot may lead to skin burns | 4 | 2 | 8 | <ul style="list-style-type: none"> Cleaners to ensure that all cooking equipment is turned off and has been allowed to cool before cleaning. | 2 | 2 | 4 |
| Cleaning of spillages | Cleaning staff | Slips on wet or greasy floors may lead to broken bones, fractures etc. | 4 | 3 | 12 | <ul style="list-style-type: none"> All spillages to be cleaned up as soon as possible. Greasy surfaces to be treated to remove residual grease. Warning notices to be placed over areas immediately following spillages until cleaning can take place. | 2 | 3 | 6 |
| Cleaning blocked sink drains | Cleaning staff | Misuse of a chemical drain cleaner may lead to skin burns or eye damage. | 3 | 4 | 12 | <ul style="list-style-type: none"> Staff using a chemical drain cleaner to follow manufacturer’s instructions at all times. Staff to wear protective gloves and eye shields. Reference to be made to any COSHH assessment for the substance being used. If initial treatment fails to clear blockage professional assistance to be sought. | 1 | 4 | 4 |

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| General cleaning | Cleaning staff, | Hazardous substance's | 3 | 3 | 9 | <ul style="list-style-type: none"> Most cleaning chemicals are to be low risk. All cleaning chemicals to be used per manufacturer's guidance detailed on the product. Chemicals to be stored in marked containers, which have all the hazard symbols displayed. Decanting to only be completed into marked containers and carried out by a senior housekeeper. All cleaning chemicals to be stored in a locked shed. Any chemical spills to be cleaned using a suitable absorbent material and the disposed of immediately in accordance with the manufacturer's instructions. All chemical spills to be reported. Any ill-health effects from using a particular substance to be reported immediately. Appropriate personal protective equipment (PPE) to be worn if advised by product manufacturer. All PPE to be available on request. Water spillages should be cleaned up immediately. "caution-wet floor" signs should be displayed when floor cleaning in public. | 2 | 3 | 6 |
| Manual handling | Cleaning staff | Back injuries, sprains, strains etc. | 3 | 3 | 9 | <ul style="list-style-type: none"> Moving items of furniture to be kept to a minimum. If large items need to be moved than assistance to be sought from colleagues. Senior staff to be available at all times to assist staff. | 1 | 3 | 3 |

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CORDLESS POWER TOOLS

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|----------|----------------|---------------------|------------|---|----|------------------|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |

| | | | | | | | | | |
|--------------------|-----------|---|---|---|----|---|---|---|---|
| General Use | Operative | Use of cordless power tools may lead to injuries caused by: Contact, drawing-in, electricity, airborne pollutants, noise, vibration, use or creation of hazardous substances, cut and/or injection. | 4 | 4 | 16 | <p>Important: This Risk Assessment generically covers the use of cordless power tools; therefore, specific arrangements will have to be established and observed dependant on tool-type and task. It is wholly the responsibility of the person controlling the work to ascertain task-specific requirements and to undertake such tasks accordingly.</p> <ul style="list-style-type: none"> Only operatives who have been sufficiently trained are permitted to use cordless power tools. Trainees must be supervised at all times until they have been deemed competent and safe to use this equipment by a competent person authorised to do so. Management and supervisors to monitor operatives to prevent and/or stop unauthorised use of cordless power tools. <p>Note: It is advised that a documented record of such training exists for reference and evidential purposes.</p> <ul style="list-style-type: none"> Prior to use, operative must undertake a visual inspection of the equipment for any obvious signs of defects. Note: Any defects identified prior to, during and/or after use of this equipment must be immediately reported to Company management. The equipment must not be used until safe and proper rectification work has been undertaken. All safety devices fitted to the equipment must be checked prior to use to ensure they are operating correctly. If defects are identified, the equipment | 2 | 4 | 8 |
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| | | | | | <p>must not be used, report defect immediately to Management so that rectification procedures can be undertaken.</p> <p>Safety devices must be in good condition, they must not be loose, and all component parts must be present and operating freely.</p> <p>Note: It is recommended that all inspection and testing procedures are documented for monitoring and evidential purposes.</p> | | | |
| Manual Handling | Operator could sustain Musculoskeletal, impact, cut and/or puncture injuries due to manual handling activities. | 4 | 3 | 12 | <ul style="list-style-type: none"> Physical manual handling activities are to be avoided wherever possible. All manual handling activities are to be undertaken by sufficiently trained operatives only and must be carried-out in strict accordance with such training. As required and as practicable, the operator must seek, and use, suitable mechanical assistance to undertake manual handling activities. <p>Note: Assistance from capable and trained colleagues may be used as/if appropriate.</p> <ul style="list-style-type: none"> Ensure that the working area does not hinder or constrict the operative. | 2 | 3 | 6 |
| Exposed Moving Parts | Serious injury could be sustained by the operator due to drawing-in or contact with the exposed moving parts of cordless power and which cannot be practicably guarded or contained. | 4 | 3 | 12 | <ul style="list-style-type: none"> The operator is made aware, via this Risk Assessment, of the potential presence of exposed parts which move whilst this equipment is operating. When using equipment on which the moving part(s) cannot be practicably contained, the operative to ensure that hands, head and body remain clear of such parts whilst the equipment is operating. Where required, to prevent entanglement/drawing-in, operator is to ensure that their hair is sufficiently contained or tied-back whilst using the equipment. To prevent entanglement/drawing-in, operator is not to wear loose-fitting clothing (sleeves, scarf etc) whilst using the equipment. | 2 | 3 | 6 |

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| Electricity | Poorly maintained electrical supply sources (Charging Unit, cable and plug) may cause major, potentially fatal, injuries due to electric shock. | 4 | 4 | 16 | <ul style="list-style-type: none"> The equipment’s Battery Charger (case, cable and plug) must be visually inspected by the operative prior to every use. Any electrical defects identified are to be reported to Management immediately. The equipment is to be isolated from its electrical supply and is not to be used until faults have been completely and safely rectified. Equipment to be regularly tested for electrical safety by person/s competent to do so at frequencies deemed as sufficient. Note: Testing frequencies to be determined by factors such as: Tool Type, how often used, environment in which it used etc. All electrical maintenance or repair work is to be undertaken by authorised and competent personnel only. This equipment is to be isolated from its electrical supply when maintenance or repair work is being undertaken. The equipment’s Battery Charger (case, cable and plug) to be located well away from water. If the Battery Charger is to be used outside, appropriate measures must be undertaken to prevent water ingress and/or damage to the casing, cable or plug. 110v Units are preferable; if this is not possible, use an RCD Unit. The Battery Charger to be switched off when not in use. Use the Battery Charger to charge only batteries that are compatible with the unit. | 2 | 4 | 8 |
| Hygiene | Contact with materials and/or waste used and produced using this | 3 | 3 | 9 | <ul style="list-style-type: none"> Direct skin contact with any substance and/or waste produced whilst using the equipment is to be avoided. Appropriate and practical clothing and utensils to assist with the application of substances or removal of waste is to be utilised. | 2 | 3 | 6 |

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| | | equipment may lead to the development of industrial diseases such as dermatitis, sensitisation and irritation etc. | | | | <ul style="list-style-type: none"> Operator to observe a proper hygiene programme prior to and after using the equipment – This to include use of Pre- and Post-Work Cream, thorough washing of hands, arms and face. Eating, drinking or smoking is not permitted whilst using the equipment. Cuts and abrasions to be suitably covered whilst using the equipment. | | | |
| Vibration | | Serious injuries can be sustained by over-exposure of vibrating tools. | 4 | 3 | 12 | <ul style="list-style-type: none"> Use only tools which conform to current UK standards and controls regarding vibration output. Vibrating equipment to be regularly checked and maintained to monitor vibration output; rectify as may be necessary. Vibrating tools to be used for short periods only. Regular breaks or task rotation. <p>Note: It is strongly advised that all users of vibrating equipment are regularly assessed to identify, monitor and help prevent associated conditions developing.</p> | 2 | 3 | 6 |

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| Location of Use, Collective Measures and Housekeeping. | Operative and/or others in the vicinity | Equipment used in inappropriate or poorly maintained areas, or places populated or used by others may lead to injuries caused noise, projectiles, airborne pollutants, slip or trip hazards and/or contact with sharp or hot materials. | 3 | 3 | 9 | <ul style="list-style-type: none"> Cordless Power Tools are to be used only in well-lit and adequately ventilated areas. The equipment is to be used only in areas which does not present an obvious or reasonable risk to others making contact with the equipment’s moving parts and/or the materials being used. To protect others from exposure to potential high levels of noise, projectiles and/or airborne pollutants, Collective Measures to be considered and implemented as applicable. Floor areas to be kept dry and clear of obstacles. Trailing-leads are to be positioned so as not to present a trip hazard to the operator and/or others in the area. Trailing-leads are to be positioned away from traffic routes. The equipment must not be used near flammable materials. <p>Note: Fire-Watch procedures may be required after certain Hot-Work activities.</p> | 2 | 3 | 6 |
| | | Serious potentially major injuries may be sustained by the operative if guarding is missing, insufficiently secured and/or in poor condition. | 4 | 4 | 16 | <ul style="list-style-type: none"> Where there is a requirement for guarding to be used e.g. Angle Grinder, power-saw etc, guarding MUST be in-place at all times whilst the equipment is operating. Note: On such equipment, if the task cannot be undertaken with the guard in-place, alternative suitable equipment is to be used, or the work process to be reviewed and amended as required. Remove battery prior to checking guards. Guards must be in good condition, securely and properly attached to the tool, and free from build-up of waste and debris etc; if identified, remove/clean prior to, and after, use. <p>Note: It is recommended that inspection and testing procedures are documented for monitoring and evidential purposes.</p> | 2 | 4 | 8 |
| Guarding | | | | | | | | | |

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| Control of Substances Hazardous to Health (COSHH) | | Use or creation of hazardous materials may lead to injuries sustained by explosion, skin contact, ingestion, airborne pollutants (inhalation), | 3 | 4 | 12 | <ul style="list-style-type: none"> The person controlling the work must establish if there is a requirement to use, or the potential creation of, any material or substance classified as Hazardous, prior to using the equipment. Any material or substance classified as Hazardous which may be required by the use of the equipment or created by its use (dust etc) must be managed in strict accordance with a relevant COSHH Assessment; which will include details for the safe and proper transportation, handling, storage and disposal of such substances. Operative to inform all other persons who may be affected by the operative’s use or creation of hazardous substances so that appropriate collective safety measures are considered, implemented and used. | 1 | 3 | 3 |
| Personal Protective Equipment (PPE) | | Failure to wear the correct PPE may lead to injuries caused by: Contact (hot, sharp etc) airborne pollutants, projectiles, noise and/or vibration. | 4 | 4 | 16 | <p>Depending on the equipment to be used and the task to be undertaken, select, use and (if required) issue to others, appropriate PPE as follows:</p> <ul style="list-style-type: none"> Coveralls/Overalls Eye Protection Face Protection Foot Protection Hand Protection Head Protection Hearing Protection Respiratory Protection | 4 | 1 | 4 |
| Maintenance | Maintenance Personnel | Such work may lead to injuries (potentially fatal) due to working with electricity. | 4 | 4 | 16 | <ul style="list-style-type: none"> The equipment is to undergo periodic preventative maintenance procedures (designed specifically for this equipment) at intervals determined as appropriate and sufficient in accordance with the amount of the equipment’s usage. The maintenance criteria will be equipment specific and as per any guidance and instructions given by the manufacturer. | 2 | 4 | 8 |

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| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | |
| | REMOTE | 1 | | MINOR | 1 | | | | |

Reach Alternative Education SW Ltd– Risk Assessment



| | | | |
|-----------------------|---|------------------------|------------|
| Customer: | Reach Alternative Education SW Ltd | | |
| Site Location: | Hirst Cottage, Middle Street, Bower Hinton, Martock, TA12 6LL | | |
| Risk Assessor: | Mr D Clark-Basten | Approved by: | Dan Palmer |
| Date of RA: | February 2023 | Date of Review: | April 2024 |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | <ul style="list-style-type: none"> • All maintenance or repair work is to be undertaken by authorised and competent personnel only. • No unauthorised and/or unnecessary person permitted in (or in very close proximity to) the area whilst maintenance or repair work is being undertaken. • The equipment is to be isolated from its power supply when maintenance or repair work is being undertaken. • At completion of any maintenance or repair work, the equipment is to be tested for safety by a competent person. | | | |
|--|--|--|--|--|--|--|--|--|

| Risk Assessment Summary Index | | | | | | | | | |
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COSHH

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|----------------------------------|----------------|---|------------|---|----|---|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| External Contact with Substances | Employee | Dermatitis, Allergic reaction, Burns or Skin Absorption | 5 | 4 | 20 | <ul style="list-style-type: none"> All substances that are potentially harmful when in contact with the skin will be identified and have an individual COSHH Assessment carried out before work commences. Each COSHH Assessment will be accompanied by the manufacturers Safety Data Sheet. The results of the COSHH Assessments will be conveyed to the workforce by means of toolbox talks. Company to ensure each operative is aware of the precautions to be taken including personal protective equipment, first aid requirements and emergency procedures to be followed before using the product. Company will provide any additional training or assessment deemed necessary. Short term and long-term monitoring along with any medical surveillance as deemed necessary by the COSHH Assessment will be carried out by the company. | 2 | 4 | 8 |

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| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | | |
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| | | | | | | | | | |
|---------------------------------------|----------|--|---|---|----|--|---|---|---|
| Ingestion or inhalation of substances | Employee | Allergic reaction, breathing difficulties, collapse, poisoning or vomiting | 5 | 4 | 20 | <ul style="list-style-type: none"> All substances that are potentially harmful when ingested or inhaled will be identified and have an individual COSHH Assessment carried out before work commences. Each COSHH Assessment will be accompanied by the manufacturers Safety Data Sheet. The results of the COSHH Assessments will be conveyed to the workforce by means of toolbox talks. The company will ensure each operative is aware of the precautions to be taken including personal protective equipment, first aid requirements and emergency procedures to be followed before using the product. The Company will provide any additional training or assessment deemed necessary. Short term and long-term monitoring along with any medical surveillance as deemed necessary by the COSHH Assessment will be carried out by the company. | 2 | 4 | 8 |
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DOMESTIC PREMISES

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|----------------------------|----------------|---|------------|---|----|---|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Visiting domestic premises | Operative | Staff may encounter a violent client leading to personal attack and physical injuries. | 3 | 4 | 12 | <ul style="list-style-type: none"> Staff to check the client’s history where doubts exist for personal safety. Where clients have a history of violent behaviour, staff to visit in pairs. All cases of personal attack to be reported to the police. All staff to be issued with a personal attack alarm. Staff to be trained to recognise, avoid or defuse potentially dangerous situations. | 1 | 4 | 4 |
| Visiting domestic premises | Operative | Staff visiting domestic premises where the client has infectious diseases may lead to ill-health. | 3 | 3 | 9 | <ul style="list-style-type: none"> Staff to only visit domestic premises by appointment. A checklist to be used to identify any risks to staff from illness or infectious diseases. Where there is risk of ill-health to staff then visits should not take place. | 1 | 3 | 3 |

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DRIVING AT WORK

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|---|---------------------------------------|--|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Driving on company business (General) | Drivers, passengers and third parties | Potential for fatality or serious injury in the event of a road accident. | 3 | 4 | 12 | <ul style="list-style-type: none"> Check all driving licences annually. Drivers should only be permitted to drive on company business if they hold a valid UK driving licence that explicitly covers the type of vehicle which they're required to drive. Implement a driving at work policy. Consider defensive or advanced driver training for key drivers. Highway code is always adhered to. | 2 | 4 | 8 |
| Driving during adverse weather conditions | Drivers, passengers and third party | Increased potential for road accidents leading to serious or fatal injury | 3 | 4 | 12 | <ul style="list-style-type: none"> The vehicle should be maintained and ready for winter conditions. Consider restricting vehicle use during extreme conditions. Drivers to check weather reports before attempting long journeys. The use of public transport to be considered. | 2 | 4 | 8 |
| Driving for extended periods | Drivers, passengers and third party | Increased potential for road accident if driver is suffering from fatigue. | 3 | 4 | 12 | <ul style="list-style-type: none"> UK domestic driver's hours are adhered to for vehicles carrying under 9 passengers (including the driver) and weighting under 3.5 tonne. EU driver's hours are adhered to for vehicles carrying over 10 passengers (including the driver) and over 3.5 tonne. Break periods to be set (example: 15 minutes rest after 2.5 hours driving). Drive share on long journeys to be considered (where "passenger" can also drive). Driving is prohibited when drivers are suffering from extreme fatigue. It's the driver's responsibility to stop and rest. | 2 | 4 | 8 |

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| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | | |
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|--|-------------------------------------|--|---|---|----|--|---|---|---|
| Driving when under the influence of alcohol or drugs | Drivers, passengers and third party | Impaired reaction times may lead to increased risk of serious road accident. | 4 | 5 | 20 | <ul style="list-style-type: none"> Driving under the influence of drugs or alcohol will be classed as gross misconduct. Drivers are prohibited from drinking any alcohol in the preceding eight hours before driving. Drivers should not drive if they are taking prescribed medication which is known to cause drowsiness. | 1 | 5 | 5 |
| Driving a poorly maintained vehicle | Drivers, passengers and third party | Increased risk of road accident or breakdown. Potential for serious or fatal injury when stopped on hard shoulder. | 4 | 4 | 16 | <ul style="list-style-type: none"> Maintenance schedule for vehicle to be place and enforced. Spot check employees own vehicles which are used on company business. Pre-drive checklist to be used to spot common faults prior to journey (lights not working, tyre under inflated etc.). Emergency procedures to be communicated to all drivers for use in breakdown. | 1 | 4 | 4 |
| Driving when using a mobile | Drivers, passengers and third party | Use of phone may be illegal and could distract driver leading to increased potential for road accident. | 4 | 4 | 16 | <ul style="list-style-type: none"> Drivers should not use a mobile telephone or similar device whilst driving. Driver to stop and phone caller back when safe to do so. | 1 | 4 | 4 |

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| | PROBABLE | 4 | | MAJOR | 4 | | | 1 - 8 = LOW RISK | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | |
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EXTENSION LEAD

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|----------------------------------|----------------|--|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Use of: Extension Lead | Operative | General: Use of this equipment may lead to injuries caused by electricity and trips. | 4 | 4 | 16 | <ul style="list-style-type: none"> Only staff that have experience of and/or have been sufficiently trained are permitted to use extension leads. Note: It is advised that a documented record of electrical awareness etc exists for reference and evidential purposes. The operator is required to undertake a visual inspection of the equipment for any obvious signs of defects. The operator is to check: Casing/Plug condition, cable condition, auxiliary device(s) (Transformer, RCD) condition and evidence of valid/current electrical testing. Note: Any defects identified prior to, during and/or after use of this equipment must be immediately reported to Company management. The equipment must not be used until safe and proper rectification work has been undertaken. Note: It is recommended that inspection procedures are documented for monitoring and evidential purposes. Where practicable, 110v type equipment is used. Trailing-lead to be positioned so as not to present a trip hazard. Trailing-lead to be positioned so as not to present contact hazard (body, head height etc) to any person. Trailing-lead to be positioned to prevent accidental damage occurring (snagging, driven over by vehicles etc) Cables to remain clear of dirt, adhesive tape and/or markings (paint, pen etc). | 2 | 4 | 8 |

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| | PROBABLE | 4 | | MAJOR | 4 | | | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 1 - 8 = LOW RISK |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 9 - 15 = MEDIUM RISK |
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|--|--|--|---|---|---|--|---|---|---|
| | | | | | <ul style="list-style-type: none"> • 240v equipment to be connected to RCD device. • This equipment to be switched off and disconnected from power supply when not in use. • This equipment to be stored safely and appropriately when not in use. • This equipment must not be used or stored near water. • Lead must be fully extended and free from knots and kinks etc prior to use. | | | | |
| | | <p>Electrical Supply: Poorly maintained electrical supply sources (mains, cables, controls etc) may cause major, potentially fatal, injuries due to electric shock.</p> | 4 | 4 | 16 | <ul style="list-style-type: none"> • Electrical supply lead and auxiliary devices to be visually inspected by the operative prior to every use. <p>Note: Any electrical defects identified are to be reported to Management immediately. The equipment is to be isolated from its electrical supply and is not to be used until faults have been completely and safely rectified.</p> <ul style="list-style-type: none"> • Equipment to be tested for electrical safety by person/s competent to do so at frequencies as determined by factors such as amount of usage and the environment in which it is used. • All electrical maintenance and/or repair or modification work is to be undertaken by authorised and competent personnel only. • Electrical supply leads are to be fully and appropriately contained to prevent exposure (electric shock) to any person and must be fully protected against water ingress. | 2 | 4 | 8 |

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|-------------|-----------------------|---|---|---|----|--|---|---|---|
| Maintenance | Maintenance Personnel | <p>Maintenance: Maintenance work undertaken by inexperienced or unauthorised personnel may lead to injuries due to: Electricity.</p> | 4 | 4 | 16 | <ul style="list-style-type: none"> This equipment is to undergo periodic inspection and testing procedures at intervals determined as appropriate and sufficient in accordance with the amount of the equipment’s usage and the environment in which it is used. All testing, maintenance and/or repair work is to be undertaken by authorised and competent personnel only. No unauthorised and/or unnecessary person permitted in (or in very close proximity to) the area whilst testing, maintenance and/or repair work is being undertaken. All persons undertaking this work must use appropriate equipment to undertake any testing, maintenance and/or repair work. This equipment is to be isolated from its power supply when maintenance and/or repair work is being undertaken. | 2 | 4 | 8 |
|-------------|-----------------------|---|---|---|----|--|---|---|---|

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FIRST AID

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|--|----------------|--|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Failure to nominate a first aider | Injured Person | No one trained to summon professional help in an emergency can lead to further complications or a fatality | 4 | 4 | 16 | <ul style="list-style-type: none"> First aiders to be nominated in accordance with the Health and Safety (First Aid) Regulations 1981 First aiders to be trained in either First Aid at Work (FAW) or in Emergency First Aid at Work (EFAW) and will give treatment relative to their Qualifications. | 1 | 4 | 4 |
| As above | Injured Person | No one available to offer immediate treatment in the case of an injured person can lead to further complications or a fatality | 4 | 4 | 16 | <ul style="list-style-type: none"> Where the first aid assessment indicates that a first aider should be nominated (either because of risk level or the number of employees), then they are to be both nominated and trained in accordance with Health and Safety (First Aid) Regulations 1981 either in FAW or EFAW Arrangements to be made for first aid cover if the first aider is away. | 1 | 4 | 4 |
| First aid box not provided or lack of contents | Injured Person | Unable to treat a wound quickly may lead to further complications | 4 | 3 | 12 | <ul style="list-style-type: none"> Suitable first aid boxes to be provided, marked and readily accessible. First aid boxes to be frequently checked for stock levels by the nominated first aiders. | 2 | 3 | 6 |

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|---|--------------|--|---|---|----|--|---|---|---|
| Lack of first aid provisions for lone workers | Lone workers | Injured person unable to self-administer basic first aid treatment leading to untreated wounds | 4 | 4 | 16 | <ul style="list-style-type: none"> A basic first aid kit to be provided to all lone workers. Lone worker within the company to have access to first aid kits and stock. Lone workers to be trained/informed on how to administer basic first aid treatment to themselves and what to do in the event of an emergency. | 2 | 4 | 8 |
| Working with Hazardous Substances | Operatives | Hazardous substances may cause ill health or physical injury if they come into contact with the operatives | 4 | 4 | 16 | <ul style="list-style-type: none"> Special first aid facilities to be provided in these instances e.g. eye wash facilities, burns kits. First aid personnel to be trained to deal with such situations. | 2 | 4 | 8 |
| Dealing with Body fluid spillages e.g. Blood or vomit | First Aiders | Contact with body fluids may cause ill health | 3 | 3 | 9 | <ul style="list-style-type: none"> Disposable aprons to be provided for first aid personnel. First aid personnel to be trained in dealing with bodily fluids Good hygiene practices to be enforced | 2 | 3 | 6 |

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GENERAL BUILDING MAINTENANCE

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|--|----------------|--|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| General site work | Operatives | General hazards from maintenance activities may cause physical injuries. | 3 | 4 | 12 | <ul style="list-style-type: none"> PPE to be provided and worn at all times when working on site. Supervisors to ensure that PPE is worn at all times on site. Barriers to be erected to prevent site access by other people. | 2 | 3 | 6 |
| Maintenance activities above ground level | Operatives | Selection of incorrect equipment for work above ground level may lead to falls resulting in serious injuries or death. | 3 | 5 | 15 | <ul style="list-style-type: none"> Supervisors of staff to ensure that the work to be carried out is assessed and the correct means of access equipment used. Supervisors to determine and document a safe method of working prior to work starting. Only staff who are competent to work above ground level. | 2 | 3 | 6 |
| Carrying out short duration work above ground level (less than half an hour) | Operatives | Over reaching from the wrong type of access equipment may lead to falls. | 3 | 4 | 12 | <ul style="list-style-type: none"> Supervisors to ensure that where ladders are used for short duration work that staff are competent to work safely from them and that they are erected properly and secured correctly. Staff to ensure that all working positions from ladders and stepladders maintain three points of contact and that equipment is positioned at the correct height and erected in a position so that over reaching is prevented. | 1 | 3 | 3 |

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| | PROBABLE | 4 | | MAJOR | 4 | | | | 1 - 8 = LOW RISK |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | | 9 - 15 = MEDIUM RISK |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | | 16 - 25 = HIGH RISK |
| | REMOTE | 1 | | MINOR | 1 | | | | |

Reach Alternative Education SW Ltd– Risk Assessment



| | | | |
|-----------------------|---|------------------------|------------|
| Customer: | Reach Alternative Education SW Ltd | | |
| Site Location: | Hirst Cottage, Middle Street, Bower Hinton, Martock, TA12 6LL | | |
| Risk Assessor: | Mr D Clark-Basten | Approved by: | Dan Palmer |
| Date of RA: | February 2023 | Date of Review: | April 2024 |

| | | | | | | | | | |
|--|------------|---|---|---|----|---|---|---|---|
| Carrying out longer duration work above ground level (over half an hour) | Operatives | Selection of incorrect equipment for work above ground level may lead to falls resulting in serious injuries or death | 3 | 5 | 15 | <ul style="list-style-type: none"> Supervisors are to ensure that ladders are not used for such work. Scaffolding (either fixed or scaffolding towers) or a MEWP to be used for longer duration work above ground level. All scaffolding to be erected by competent staff. | 2 | 3 | 6 |
| Working on guttering using ladders | Operatives | Ladders rested against PVC guttering may twist leading to falls causing serious injuries. | 3 | 4 | 12 | <ul style="list-style-type: none"> Ladders not to be erected against PVC gutters. Where necessary, a purpose-designed ladder stand-off device to be used. | 1 | 3 | 3 |
| Working on roofs | Operatives | Working on roofs without the correct equipment may lead to falls off of through roofs resulting in serious injuries or death. | 3 | 5 | 15 | <ul style="list-style-type: none"> Staff to only work on sloping roofs from purpose-designed roof ladder or from the platform of a MEWP. Work on flat roofs to be from purpose-designed crawling boards after the roof has been assessed for the weight of man, boards and materials. Where designated walkways exist on roofs staff to adhere to them. Staff to not access fragile roofs until they have been assessed by a supervisor and a safe system of work has been devised. | 2 | 3 | 6 |
| Manual handling of work equipment | Operatives | Failure to manage handling and lifting operations may lead to serious back injuries | 4 | 4 | 16 | <ul style="list-style-type: none"> All manual handling tasks to be minimised. All staff to receive advice on the correct methods of handling and lifting on site. Where materials are delivered to site, unloading to be carried out by mechanical means. | 2 | 3 | 6 |

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|--------------------------------------|------------|---|---|---|----|--|---|---|---|
| Carrying out excavation work by hand | Operatives | If not adequately shored up, excavation may collapse injuring staff | 3 | 5 | 15 | <ul style="list-style-type: none"> Where possible, excavations to be carried out using machinery. If being dug by hand then sides of excavations to be adequately shored up using timbre, trench boxes or hydraulic walling. Alternatively the sides to be battered to a safe angle. | 2 | 3 | 6 |
| Manual handling | Operatives | Incorrect manual handling techniques (lifting, pushing, pulling etc.) could lead to injuries | 4 | 3 | 12 | <ul style="list-style-type: none"> Where possible, manual handling to be avoided. Operatives to receive training in manual handling techniques and to be adequately supervised. Refresher training to be given where needed or when the job changes. | 1 | 3 | 3 |
| Storage of flammable materials | Operatives | Incorrect storage of flammable materials may lead to fires resulting in smoke inhalation and/or death | 3 | 5 | 15 | <ul style="list-style-type: none"> Flammable substances to be stored in purpose-designed containers. Waste materials to be stored safely and removed at the end of each working shift/day. Supervisors to check work areas at the end of each shift/day | 2 | 3 | 6 |

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Reach Alternative Education SW Ltd– Risk Assessment



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| Date of RA: | February 2023 | Date of Review: | April 2024 |

HAND TOOLS

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|---|----------------|---|------------|---|----|---|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Using a screwdriver | Operatives | Choosing the wrong type may cause tool to slip leading to piercing injuries. | 3 | 3 | 9 | <ul style="list-style-type: none"> The correct type of screwdriver for the job to be chosen, e.g., using a posidrive head for a posidrive screw as opposed to a Philips head. Longer length screwdrivers require less force to tighten or slacken screws, which will require less physical effort and thus giving us more control. | 1 | 3 | 3 |
| Using hand tools during electrical work | Operatives | Using un-insulated hand tools on electrical work may lead to electric shock or burn injuries. | 4 | 4 | 16 | <ul style="list-style-type: none"> Only insulated tools to be used when working on electrical equipment. Insulation must be in good condition. Mains supplies to be turned off before commencing work where possible. (Note- a separate risk assessment and a safe system of work will be required for the live working). | 2 | 4 | 8 |
| Using pliers or gripping tools | Operatives | Using an incorrect or damaged tool may cause it to slip leading to cuts and bruising | 3 | 3 | 9 | <ul style="list-style-type: none"> The correct type and size of tool for the task in hand to be chosen. Pliers and gripping tools to be maintained in good condition. | 1 | 3 | 3 |

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Reach Alternative Education SW Ltd– Risk Assessment



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|-------------------------|------------|--|---|---|----|--|---|---|---|
| Sawing metal, wood etc. | Operatives | Using incorrect type saw can lead to saw jamming or jumping out causing cuts to hands wrists | 4 | 3 | 12 | <ul style="list-style-type: none"> The correct saw for the task in hand to be used, e.g. hacksaw for metal cutting, wood saw for woodcutting etc. A good cutting technique to be used, i.e. even, steady strokes with even pressure. | 1 | 3 | 3 |
|-------------------------|------------|--|---|---|----|--|---|---|---|

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Reach Alternative Education SW Ltd– Risk Assessment



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HANDLING/STORAGE CHEMICAL SUBSTANCES

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|--|----------------|---|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Handling corrosive chemicals without personal protection | Operative | Corrosive chemicals coming into contact with the skin or eyes etc. may cause serious chemical burns. | 4 | 4 | 16 | <ul style="list-style-type: none"> All staff to be trained to check the labels on all chemical products and how to handle corrosive chemicals. Staff to be provided with the necessary personal protective equipment (PPE) such as arm-length rubber gloves, eye protection, PVC overalls or aprons, wellington boots and respirators etc. Staff to be instructed on what action to take in an emergency. Emergency showers, eyewash stations to be provided accordingly. | 2 | 3 | 6 |
| Handling flammable chemicals | Operative | Handling flammable chemicals near to a source of ignition may lead to fires resulting in serious burns and property damage. | 4 | 4 | 16 | <ul style="list-style-type: none"> All staff to be trained to check the labels on chemical products and how to handle flammable chemicals. All flammable chemicals to be stored in suitable containers and kept in a suitable locked storage area. Flammable liquids only to be dispensed using non-metallic equipment to prevent sparks causing ignition. All areas where flammable chemicals are stored to be classed as “no smoking” or naked light areas and to be signed accordingly. | 2 | 4 | 8 |

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|--|-----------|--|---|---|----|---|---|---|---|
| Handling toxic chemicals | Operative | Ingesting or inhaling toxic chemicals may lead to serious ill-health | 3 | 4 | 12 | <ul style="list-style-type: none"> All staff to be trained to check the labels on chemical products and how to handle toxic chemicals. Staff to be provided with necessary PPE such as respirators etc. All staff to be instructed not to eat or drink in areas where toxic chemicals are used or stored. All staff to be expected to observe good hygiene practices, e.g. washing before meals etc. | 2 | 4 | 8 |
| Handling chemicals that have carcinogenic properties | Operative | Inhalation, ingestion or absorption of such chemicals into the body may lead to cancers forming. | 4 | 5 | 20 | <ul style="list-style-type: none"> All staff to be trained in the handling and storing of carcinogenic chemical substances. Staff to be instructed on what action to take in an emergency. Such chemicals to be stored in a designated area. All staff to be provided with necessary PPE such as coveralls, gloves and respirator etc. No eating or drinking to be allowed in areas where such substances are stored. All staff to be expected to observe good hygiene practices, e.g. washing etc. before meals. | 2 | 3 | 6 |
| Spillages of hazardous chemicals | Operative | Spillages of hazardous chemicals may affect staff causing ill-health. | 3 | 4 | 12 | <ul style="list-style-type: none"> Staff to be instructed on the action to take in the event of spillages. Spill kits to be provided and be regularly checked. | 2 | 4 | 8 |

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HOMWORKING

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|---------------|----------------|---|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Communication | Employee | <p>Potential development of stress-related illness due to long periods of isolation.</p> <p>Potential accident occurrence (falls etc) without the provision of assistance or treatment by others.</p> | 3 | 4 | 12 | <p>Introduction: This Risk Assessment is generated to reflect the potential reasonably foreseeable and significant risks which may exist when undertaking normal working activities at home.</p> <p>All of the following is based on the staff member’s role as a Sedentary/Office Worker and, as such, the potential risks within the homeworking environment could reasonably be considered as Low.</p> <ul style="list-style-type: none"> Exact address and postcode where work will be undertaken to be established and clearly communicated to all relevant person(s). Contact telephone number(s) to be established and clearly communicated to all relevant person(s). In instances where the staff member will be alone for long, regular or extended periods of time, ensure a procedure exists whereupon regular contact, face-to-face (preferable), phone or electronic (email, Skype etc) is undertaken by both staff member and employer. In instances where the staff member will be alone for long, regular or extended periods of time, the employer must be informed and a simple communication system with the staff member to establish their wellbeing e.g. no accidents have occurred etc is to be implemented and observed. | 2 | 4 | 8 |

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|----------------|--|---|---|----|--|--|---|---|--|
| | | | | | | <ul style="list-style-type: none"> Staff member and employer to establish a system which will allow others (Emergency Services etc) access into the staff member’s property in the event of an emergency. Staff members with any known [chronic and/or ongoing] medical condition(s) are not permitted to undertake homeworking alone. | | | |
| Work Equipment | Electrical hazards presented by the use of electrical equipment e.g. Laptop etc. | 3 | 4 | 12 | <p style="color: red;">It is important to note that the employer is responsible only for work equipment they provide to the staff member; all other equipment selected and/or used by the employee is done so by their choice alone and it is wholly the responsibility of the employee to ascertain that such equipment is appropriate and safe to use..</p> <p>All electrical equipment issued by the employer to the employee to undertake their working activities have been inspected and passed testing for electrical safety; all display clear confirmation of such (label affixed to an appropriate area of the equipment). DO NOT USE ANY ELECTRICAL EQUIPMENT ISSUED BY THE EMPLOYER THAT DOES NOT DISPLAY THIS LABEL</p> <p>Employee to undertake a pre-use visual check of electrical equipment for any obvious signs of defects e.g. broken cable, cracked plug casing, exposed wiring etc. If any such defects are identified or, when switched on or during use, there is reason to suspect that the equipment is unsafe (burning smell, unusual noise(s) etc) immediately switch off the equipment, inform the employer and DO NOT USE until the issue(s) have been diagnosed, rectified and confirmed by the employer as safe to use.</p> <ul style="list-style-type: none"> Use, and keep, all electrical equipment well-away from water. | 2 | 4 | 8 | |

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| | | | | | | <ul style="list-style-type: none"> Use, and keep, all electrical equipment well-away from temperature extremes. Use, and keep, all electrical equipment well-away from temperature extremes. Do not overload electrical inputs (sockets or extension leads). Switch off and unplug all electrical equipment when not in-use; allow such equipment a sufficient amount of time to cool down before packing it away. | | | |
| Working Environment | | <p>Slips, trips & falls.</p> <p>Poor lighting.</p> <p>Poor ventilation.</p> <p>Poorly set-up workstation.</p> | 3 | 4 | 12 | <p>It is important to note that, as the employer has no control and/or cannot effect in any way, the homeworking environment, it is wholly the responsibility of the employee to ensure that their working environment is such that the hazards which contribute to slips, trips and/or falls are eliminated or minimised to as low as practicably possible. safe and proper use of electrical equipment is observed, and consideration is given to evacuation arrangements.</p> <p>Measures to take:</p> <ul style="list-style-type: none"> Maintain a high standard of housekeeping e.g. removal/management of trailing leads, ensure routes that can be used to exit the premises quickly and unhindered remain clear and free from obstruction, clean-up spills immediately etc. Make appropriate arrangements to ensure that children and/or visitors are kept safe (trailing-leads, electrical equipment etc). | 2 | 4 | 8 |

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|--|--|--|--|--|---|--|--|--|
| | | | | | <ul style="list-style-type: none"> Expectant and/or new mothers are to observe procedures as outlined in the employer’s associated Risk Assessment e.g. no excessive manual handling, undertake regular rest periods, avoid sitting or standing for long or extended periods of time. An employee with a known (chronic, ongoing or acute/temporary) disability must ensure that all aids (ramp, handrails etc) are adequate to undertake their work safely. It is vital that, where this cannot be achieved, the employer is informed immediately, and prior to undertaking work at home, so that best course of action can be decided. Display Screen Equipment (DSE) Users are to observe procedures as outlined in the employer’s associated Risk Assessment e.g. regular screen-breaks, avoid sitting or standing for long or extended periods of time, appropriately arranged workstation and use of associated equipment etc. The employee is to ensure that their working environment is adequately lit and ventilated to suit, and not adversely affect, their particular needs. | | | |
|--|--|--|--|--|---|--|--|--|

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HOT WATER URN

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|---|--|---|------------|---|----|---|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Use of equipment. | Operative and others in close proximity. | Incorrect use of the equipment will increase the risk of injuries occurring to the operator and others in the immediate area. | 5 | 4 | 20 | <ul style="list-style-type: none"> Trained operators only are permitted to use this equipment. Prior to its use, this equipment must be inspected by the operator to establish that it is safe to use. The operator must inspect cables to ensure that they are intact, containment and seals are working. Any defects identified during inspection shall be immediately brought to the attention of Management. The equipment will not be used until faults are rectified. Only water is to be heated using this equipment. | 1 | 4 | 4 |
| Housekeeping. Spillages around the equipment. | Operative and others in the area. | Slips, trips & falls caused by spillages may lead to slip and trip hazards which may result in cut and/or impact injuries. | 4 | 4 | 16 | <ul style="list-style-type: none"> Trailing-leads to be kept clear of all walkways and areas where they could be caught/snagged and/or present a trip hazard. Spillages to be cleared and cleaned as soon as possible after spill. Wet floors will require warning signs to be erected to alert others to the slip hazard. Drip trays should be placed under urn tap. Urn should be place in a position away from walkways or edges of surfaces where it could be disturbed / become unstable. | 1 | 4 | 4 |

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| Risk Assessor: | Mr D Clark-Basten | Approved by: | Dan Palmer |
| Date of RA: | February 2023 | Date of Review: | April 2024 |

| | | | | | | | | | |
|--------------------------------------|------------------------|--|---|---|----|--|---|---|---|
| Electricity. | Operative. | Poorly maintained electrical supply sources (mains, cables etc) may cause major, potentially fatal, injuries. | 4 | 5 | 20 | <ul style="list-style-type: none"> Equipment to be tested for electrical safety by person/s competent to do so at frequencies (as a minimum) as determined by the manufacturer of the equipment and/or by current UK regulations. This equipment is to be isolated from its electrical supply when maintenance work is being undertaken. All electrical maintenance and/or repair or modification work is to be undertaken by authorised and competent personnel only. Electrical supply leads are to be visually inspected by the operative prior to every use. Any electrical defects identified are to be reported to Management immediately. The equipment is to be isolated from its electrical supply and is not to be used until faults have been completely and safely rectified. | 1 | 5 | 5 |
| Maintenance, repair and/or cleaning. | Maintenance personnel. | Improper and/or incorrect working practices and procedures may lead to serious potential major injuries being sustained. | 5 | 4 | 20 | <ul style="list-style-type: none"> This equipment is to be isolated from its electrical supply when maintenance work is being undertaken. Urn should be emptied of water and allowed to cool before maintenance work is performed. All maintenance, repair and/or modification work is to be undertaken by authorised and competent personnel only. All waste material created by maintenance, repair and/or modification work is to be cleared as work progresses. All persons undertaking this work must wear appropriate PPE to offer protection proportionate to the task being undertaken. At completion of any repair work, the equipment is to be tested by competent person/s to ensure its safe operation. | 2 | 4 | 8 |

| Risk Assessment Summary Index | | | | | | | | | |
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| | PROBABLE | 4 | | MAJOR | 4 | | | 1 - 8 = LOW RISK | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | |
| | REMOTE | 1 | | MINOR | 1 | | | | |

Reach Alternative Education SW Ltd– Risk Assessment



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|---|-----------|--|---|---|----|---|---|---|---|
| Manual Handling, Lifting and the working environment. | Operative | Incorrect manual handling may lead to injuries e.g. back pain, cuts, abrasions, crush and impact injuries. | 5 | 4 | 20 | <ul style="list-style-type: none"> Operative to have undergone Manual Handling training. Refresher training to be given where needed or when the job changes. Where required and is safe to do so, assistance with colleagues can be utilised. Urns should preferably be moved when empty. | 2 | 4 | 8 |
|---|-----------|--|---|---|----|---|---|---|---|

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HOUSEKEEPING

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|--|---------------------------------|---|------------|---|----|---|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Spillages | Operatives | Slips and falls caused by spillages | 4 | 3 | 12 | <ul style="list-style-type: none"> All spillages to be cleaned up immediately. Follow manufactures instruction and recommendations for the cleaning up of substances. Erect signage to warn of the potential hazards | 1 | 3 | 3 |
| Storage of materials | Operatives | Incorrect storage of materials may lead to tripping hazards resulting in serious injury | 5 | 4 | 20 | <ul style="list-style-type: none"> The storage of goods on floors to be kept to specific areas with adequate walkway between. Fire doors and escape routes to be kept free from obstacles. All walkways, stairs etc. to be kept free from obstacles. | 2 | 4 | 8 |
| Removal of waste materials from work areas | Operatives | Excessive waste may lead to a fire hazard | 4 | 4 | 16 | <ul style="list-style-type: none"> Waste materials to be stored in bins and removed at the end of each working day. Supervisors to check that the areas have been cleared. | 1 | 4 | 4 |
| Trailing cables | Operatives, third party persons | Tripping hazards leading to serious harm | 4 | 3 | 12 | <ul style="list-style-type: none"> All cables to be kept away from areas where staff or the public walk. Cable management systems to be used for cables traffic areas. Cable protectors to be placed over temporary trailing cables where they cross walkways. | 2 | 3 | 6 |

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| | PROBABLE | 4 | | MAJOR | 4 | | | | | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | | | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | | | |
| | REMOTE | 1 | | MINOR | 1 | | | | | |
| | | | | | | <div style="background-color: #d9ead3; padding: 2px;">1 - 8 = LOW RISK</div> <div style="background-color: #fcf8e3; padding: 2px;">9 - 15 = MEDIUM RISK</div> <div style="background-color: #f2dede; padding: 2px;">16 - 25 = HIGH RISK</div> | | | | |

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|-----------------------|------------|---|---|---|----|---|---|---|---|
| Storage of substances | Operatives | Fire hazards leading to death/ serious injury | 4 | 4 | 16 | <ul style="list-style-type: none"> All chemicals and substances to be kept away from ignition sources. All substances that could assist in the event of a fire are to be locked away in a suitable cabinet. | 2 | 4 | 8 |
|-----------------------|------------|---|---|---|----|---|---|---|---|

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| | PROBABLE | 4 | | MAJOR | 4 | | | 1 - 8 = LOW RISK | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | |
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ICY CONDITIONS

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|--|-----------------|---|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Slippery site conditions due to frozen or frosty ground. | Staff, visitors | Conditions may lead to Slips, trips & falls which could result in strains, sprains, abrasions broken bones. | 4 | 4 | 16 | <ul style="list-style-type: none"> Whenever possible ensure that a pathway is cleared to make access to sites and public areas as safe as possible. Do not run or rush on slippery ground. Walk carefully and avoid obvious ice patches. Avoid horseplay when at work to reduce the risk of accidental injury Where possible, walk from level ground and avoid walking on slopes and ice patches. Where possible, walk on grass areas if footpaths are icy as this reduces the chance of slipping If areas are not accessible at all then report this to your Supervisor. | 2 | 4 | 8 |
| Manual Handling (Spreading grit) | Staff | Handling heavy & awkward loads, Sprains & strains, | 3 | 3 | 9 | <ul style="list-style-type: none"> Avoid manual handling if at all possible, by using mechanical means of loading or unloading Make use of pedestrian wheeled spreaders to carry the load of bags where available. If a wheeled spreader is available, do not overfill hoppers to make it difficult to push as this also may increase the chance of slipping Do not store bags on the ground to avoid excessive stooping Try to store bags close to where they will be loaded or to be used to avoid the need for excessive carrying over long distances Wear gloves and make sure the bags are in good condition to avoid accidental spillages or rips/ tears | 1 | 3 | 3 |

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| | PROBABLE | 4 | | MAJOR | 4 | | | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | |
| | REMOTE | 1 | | MINOR | 1 | | | |
| | | | | | | | | 1 - 8 = LOW RISK |
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|------------------------------------|-------|--|---|---|---|---|---|---|---|
| Manual Handling (Clearing snow) | Staff | Exhaustion, back injuries, Slips, trips & falls. Strains, sprains, bruising, abrasions, back injuries, | 3 | 3 | 9 | <ul style="list-style-type: none"> Where possible, use a mechanical aid to clear the site before moving snow by hand to reduce the risk of manual handling Avoid overloading the shovel to reduce the load | 1 | 3 | 3 |
| Contact with an irritant substance | Staff | Handling rock salt or de icer can cause irritation to skin, digestive tract and eyes if not protected | 3 | 3 | 9 | <ul style="list-style-type: none"> Carry out and communicate the COSHH assessment for rock salt or de icer to all staff to make them aware of the risks, the protective measures and the levels of hygiene required. Staff to wear gloves when in contact/spreading the grit. | 1 | 3 | 3 |

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| | PROBABLE | 4 | | MAJOR | 4 | | | 1 - 8 = LOW RISK | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | |
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KITCHEN – NON-COMMERCIAL

| Heading | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|--------------------------|--------------------------------------|--|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Kitchen (General) | All persons within the kitchen area. | Hazards, varying in type, exist in a working (but non-commercial) kitchen environment. This section addresses generic issues only. | 4 | 3 | 12 | <ul style="list-style-type: none"> Under absolutely no circumstances are any other persons apart from kitchen staff permitted in the kitchen area. Additional to the Control Measures indicated on this Risk Assessment, operatives are to strictly observe all other health and safety rules, policies and instructions issued by the Company; which includes rules and procedures for labelling and dating food, stock rotation, preparation areas, food storage, cleaning programme etc. Operatives aside, all other persons authorised to enter the kitchen area (e.g. contractors, authorities etc) must always be accompanied. Note: Provided that adequate arrangements have been made to inform, instruct and protect all persons, contractors are permitted to undertake their work unaccompanied/unsupervised. Due to the potentially hot and humid environment of the kitchen and to maintain hydration, staff consume fluids on a regular basis throughout their working shift. Until operator competence is established and when using certain equipment, refer to the manufacturer’s Handbooks and/or electronic information etc for further guidance, information and/or instructions. | 2 | 3 | 6 |

| Risk Assessment Summary Index | | | | | | | | | | |
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| | PROBABLE | 4 | | MAJOR | 4 | | | 1 - 8 = LOW RISK | | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | | |
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| | | | | | | <ul style="list-style-type: none"> When using powered equipment, the power supply must be isolated before removing blockages or undertaking cleaning and/or maintenance procedures etc. Due to the noisy, hot and potentially dangerous environment of a Working Kitchen, staff are instructed to remain focused at all times, and to listen to and observe all information and instruction issued to them with regards to safeguarding their health and safety. Horseplay of any kind is strictly prohibited in all kitchen areas. Nominated personnel to undertake checks at the end of each working day to ensure all equipment is switched off and left safe. | | | |
| Fire | All persons on the premises. | Serious, potentially fatal, injuries sustained due to fire and/or smoke inhalation. Property and/or equipment damage causing serious financial loss. | 4 | 5 | 20 | <ul style="list-style-type: none"> Fully operational and appropriate Fire Detection System (FDS) to be in-place. FDS to be tested on a weekly basis; documented details of such testing is advised. FDS to be serviced and tested at least annually by competent out-sourced service provider. Appropriate firefighting equipment (Fire Extinguishers, Fire Blanket) to be strategically located around the premises to aid escape and/or extinguishing of small/manageable fires by trained personnel. Fire Extinguishers to be inspected on a monthly basis; documented evidence of such inspections is advised. Fire Extinguishers to be serviced annually by competent out-sourced service provider. Fully operational and appropriate Emergency Lighting System (ELS) to be in-place. ELS to be tested on a monthly basis; documented evidence of such testing is advised. | 2 | 3 | 6 |

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|-------------------------|--|--|---|---|----|---|---|---|---|
| | | | | | | <ul style="list-style-type: none"> Regular Fire Drills to be undertaken for all staff. It is advised that drills are conducted at least annually unless employment of new staff or failings/shortfalls identified during drills necessitates frequency to be increased; documented evidence of drills is advised. Routes leading to fire exits to be kept absolutely clear at all times. Gas Shut-Off Device to be clearly indicated & accessible at all times. Combustible materials (waste, flammables etc) to be stored, disposed and managed in such a way that such materials do not present a source of fuel i.e. keep away from ignition sources, prevent build-up of combustible waste, store in appropriate areas. A Fire Action Plan (FAP) to be generated and details imparted to all staff. The FAP to include clear and simple evacuation procedures to be undertaken due to fire or any other event which requires the evacuation of the premises. FAP to be clearly displayed. Selected personnel to be trained to undertake the role of Fire Marshal; to assist in all evacuation and fire-related procedures. | | | |
| Food & Drink | All persons consuming food prepared on the premises. | Serious, potentially fatal, illnesses can be contracted or caused by allergic reaction or by contaminated, poorly or incorrectly stored, handled and/or prepared food. | 5 | 4 | 20 | <ul style="list-style-type: none"> Staff to adhere strictly to the Company’s rules and procedures regarding the labelling and dating of certain foods. Such procedures to be in accordance with recognised industry regulations & practices. Staff to adhere strictly to the Company’s rules and procedures regarding the storage requirements of certain foods (dairy, raw meats, opened, known allergens etc). Such procedures will be in accordance with recognised industry regulations and practices. Staff to adhere strictly to the Company’s rules and procedures regarding the preparation requirements of certain foods (dairy, raw meats, known allergen etc). Such procedures will be in accordance with recognised industry regulations and practices. | 2 | 4 | 8 |

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| | | | | | | <ul style="list-style-type: none"> Staff to adhere strictly to the Company’s rules and procedures regarding the Company’s cleaning and housekeeping requirements. Such procedures will be in accordance with recognised industry regulations and practices. Note: Refer to COSHH procedures for addition details, information and instructions. At the food preparation stage, staff are to check all food and drinks (as applicable) for any obvious defects or signs of deterioration (broken or damaged containers, seals broken, bruising, mould, smell, in-date etc). Products displaying any such defects must not be used; such findings must be immediately reported to an appropriate manager and managed or disposed of appropriately. All food and drink are to be used on a strict stock rotation basis and stored so as to ensure oldest stock is selected and used first. Staff to be made aware of all food allergens, separate preparation areas and equipment; specific training to be undertaken if required. Clear signage containing accurate allergen information to be clearly displayed for staff and customer use. To reduce the risk of attracting vermin and other pests (flies etc) food waste (including food dropped on the floor) must not be permitted to build-up, it must be cleaned-up and disposed of immediately in an appropriate waste container or other suitable food disposal method. Poison Bait Boxes, Fly Traps and/or other similar products designed to deter and/or destroy vermin and other pests are to be used. | | | |
| Hygiene | Staff and customers. | Unhygienic working practices increases the risk of developing (or spreading) | 4 | 3 | 12 | <p>Important: The following Control Measures are to be regarded as additional to any other Company procedures and rules regarding personal hygiene.</p> <ul style="list-style-type: none"> Operative to strictly observe a structured and proper hygiene programme in accordance with recognised/industry standard procedures regarding the handling and preparation of food and drinks in a working kitchen. | 2 | 3 | 6 |

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|--|--|------------------------------|--|--|---|--|--|--|
| | | bacterial related illnesses. | | | <ul style="list-style-type: none"> • Hands to be washed immediately after direct handling of food; before handling different food groups (e.g. meat, salads, vegetables etc). • Direct skin contact with waste is to be avoided if possible. When unavoidable, wash hands thoroughly immediately afterwards. • Clothing must remain clean at all times and must not come into direct contact with food, drink or any item on/in which food or drink is to be served (plates, cups, glasses etc). • Contaminated clothing must be removed and replaced with clean. • Clothing worn for work purposes (aprons, jackets etc) must not be worn outside of the kitchen environment i.e. remove at the end of the working day and do not use again until back in the kitchen. • Jewellery must be completely removed or appropriately covered at all times; this includes ear and nose jewellery. • If sneezing cannot be avoided whilst in the kitchen area, sneeze directly into your shoulder to prevent/limit the spread of germs. • Smoking (including the use of Personal Vaporisers) is not permitted in the kitchen or customer areas. • Cuts and abrasions to be suitably covered whilst on the premises. • Disposable aprons to be worn when preparing raw meat; to be disposed of immediately after use. • Food Probes to be thoroughly cleaned and sanitised after every use. • Separate Food Probes and equipment (Chopping Boards etc) to be used when checking and/or preparing foods containing allergens. • Allow all cutlery and crockery to dry naturally, do not assist drying process using fabrics (cloth towels etc). • Staff to strictly observe a rigorous and structured cleaning programme whilst cleaning surfaces and equipment e.g. apply cleaning fluid, remove with | | | |
|--|--|------------------------------|--|--|---|--|--|--|

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|---------------|---|--|---|---|----|---|---|---|---|
| | | | | | | disposable paper (blue roll), apply sanitising fluid, remove with disposable paper etc. | | | |
| Sharps | All kitchen staff and persons handling waste. | Serious, potentially fatal, injuries and/or infections can be sustained due to incidents of cut or puncture. | 4 | 4 | 16 | <ul style="list-style-type: none"> All sharps to be handled with extreme care and attention. All sharps to stored immediately and appropriately when not in use or required. All sharp waste to be disposed of immediately and appropriately. It is preferable that metal can lid is placed back inside empty cans when removed. If this is not possible, to be disposed of immediately in appropriate waste container. Equipment specifically allocated for clearing-up broken glass to be used, stored safely and appropriately when not in use and identified as such. Operatives to wear appropriate PPE when handling broken glass. If required, broken glass to be contained properly to prevent injury occurring to any other person before being disposed of in appropriate waste container identifying the presence of sharps. Consideration to be given to waste management personnel; dispose, contain and manage all sharps accordingly. Appropriate racks and/or storage equipment to be used for containing particularly sharp knives; other bladed and sharp equipment (slicers, graters etc) to be stored so as not to present a cut hazard when not in use and/or being retrieved for use e.g. guards on, boxed etc. Spare blades to be securely contained in suitable identified containers. Worn blades to be replaced at the earliest opportunity or equipment disposed of and replaced with new. Broken and/or worn blades to be disposed of immediately in a suitable and clearly identified container. | 2 | 4 | 8 |

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Reach Alternative Education SW Ltd– Risk Assessment



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| Risk Assessor: | Mr D Clark-Basten | Approved by: | Dan Palmer |
| Date of RA: | February 2023 | Date of Review: | April 2024 |

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|-----------------------------|-----------------------------------|---|---|---|----|--|---|---|----|
| | | | | | | <ul style="list-style-type: none"> Staff not to walk around with exposed sharps (tools, equipment or waste). Staff to use particularly sharp knives in the area where they are working only i.e. do not walk around with such equipment. Staff to be aware at all times of nearest trained First Aider and first aid equipment. Note: A robust Blue Plaster Policy to be in-place. Push-Sticks, or other suitable equipment/aid, to be used to ensure fingers are kept clear of sharp areas (blades etc) when feeding food through slicers etc. | | | |
| Electrical Equipment | Operative and others in the area. | Serious, potentially fatal, injuries can be sustained due to the use of electrical equipment due to electric shock and/or fire. | 4 | 4 | 16 | <ul style="list-style-type: none"> Electrical equipment, including supply leads and controls, are to be visually inspected by the operative prior to every use. Note: Any defects identified are to be reported to Management immediately; the equipment is to be isolated from its electrical supply and is not to be used until faults have been completely and safely rectified or, if necessary, disposed of. Equipment to be tested for electrical safety by person/s competent to do so at frequencies (as a minimum) as determined by the manufacturer of the equipment and/or by current UK regulations. This equipment is to be isolated from its electrical supply when maintenance work is being undertaken. All maintenance and/or repair work is to be undertaken by authorised and competent personnel only. Electrical equipment, including supply lead and plug, is to be fully and appropriately contained to prevent exposure of, and/or access to, electrical parts. Electrical parts to be protected from contact with/exposure to, water. | 2 | 4 | 8 |
| Gas Equipment | Staff and others in the area. | Serious, potentially fatal, injuries can be sustained due to the use of gas equipment | 4 | 5 | 20 | <ul style="list-style-type: none"> All gas-powered equipment, including supply hoses (where practicable) are to be visually inspected by the operative prior to every use. | 2 | 5 | 10 |

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| | | due to asphyxiation, fire and/or explosion. | | | | <p>Note: Any defects identified are to be reported to Management immediately; its supply closed-off and is not to be used until faults have been completely and safely rectified.</p> <ul style="list-style-type: none"> Equipment to be tested for gas safety by person/s competent to do so at frequencies (as a minimum) as determined by the manufacturer of the equipment and/or by current UK regulations. This equipment is to be isolated from its gas supply when maintenance work is being undertaken. All maintenance and/or repair work is to be undertaken by authorised and competent personnel only. Serviceable and regularly tested device(s) which detect (and alerts) the presence of gas and/or Carbon Monoxide in the atmosphere to be located appropriately. When not in-use, and at the end of every working day, nominated personnel to inspect all gas controls to ensure they are fully closed. | | | |
| Use of Tools & equipment | Operative. | Serious, potentially fatal, injuries (cut, heat, electricity etc) can be sustained due to tools and equipment used in a commercial kitchen. | 4 | 4 | 16 | <ul style="list-style-type: none"> Only staff that have been sufficiently trained are permitted to use the kitchen's tools and equipment. Trainees must be supervised at all times until they have been deemed competent by authorised personnel. Company management and supervisors to monitor operatives to prevent and/or stop unauthorised use. <p>Note: It is advised that a documented record of training exists for reference and evidential purposes.</p> <ul style="list-style-type: none"> Prior to use, the operator must undertake a visual inspection of equipment for any obvious signs of defects. <p>Note: Any defects identified prior to, during and/or after use of this equipment must be immediately reported to Company management; such equipment must not</p> | 2 | 4 | 8 |

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| | | | | | | <p>be used until safe and proper rectification work has been undertaken or, if necessary, disposed of.</p> <ul style="list-style-type: none"> All equipment, when not required or in-use, must be switched off or stored safely. | | | |
| Heat | Staff. | Serious injuries can be sustained due to exposure to, and/or direct skin contact with, heated equipment. | 4 | 3 | 12 | <ul style="list-style-type: none"> All heated equipment is to be used by trained operatives only. All trainees are to be supervised until deemed competent in their use. Operative to ensure that appropriate PPE is worn when necessary to do so. Heated items (pans, plates etc) to be used or placed in obvious locations only e.g. on/in ovens, Hot-Hold Areas, beneath Heat Lamps; such items are not to be left unattended in any other areas. Appropriate signage to be clearly displayed in areas/locations which have been assigned as dedicated heat areas (Hot-Hold etc). All items placed on or in ovens are to be considered as heated and handled accordingly. Operative is made aware of the potential upward release of steam when opening dishwashing equipment – Approach and handle accordingly. Operative is made aware of potentially heated items inside dishwashing equipment – Handle accordingly. Heat Lamps to be disconnected from their power supply and allowed to cool for a minimum of 10 minutes before handling or replacing bulbs. Staff to give clear verbal instructions when required e.g. “Hot Pot” etc. | 2 | 3 | 6 |
| Traffic | Staff | Serious injuries can be sustained due to collisions between people (impact, falling, scalding etc). | 5 | 3 | 15 | <ul style="list-style-type: none"> All traffic routes inside, and leading to and from, the kitchen areas are to remain absolutely clear of obstacles and equipment at all times. Floors to be kept clean and dry at all times. A suitable system to allow entry to/exit from the kitchen without collision to be established and details imparted to all staff e.g. use only the right-hand door when exiting or entering the kitchen etc. | 2 | 3 | 6 |

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| | | | | | | <ul style="list-style-type: none"> Staff to give clear verbal instructions when required e.g. “behind you” “coming past” “coming through” etc. To prevent or reduce crossover of traffic, establish a dedicated ‘Holding Area’ away from general traffic routes for food prepared and pending serving to the customer. To prevent or reduce crossover of traffic, establish a dedicated ‘Hot Drinks Area’ away from general traffic routes for such drinks prepared and pending serving to the customer. All doors to have integrated and suitable glass panels to provide an unobstructed view to all persons using them. Running on Company premises is strictly prohibited, staff are instructed to walk at all times. | | | |
| Working at Height | Staff. | Serious, potentially fatal injuries can occur due to falls from height. | 3 | 4 | 12 | <ul style="list-style-type: none"> For any activity which involves any working at height (use of ladder/stepladder etc) e.g. retrieving/placing items on high-level shelves etc, such tasks are to be undertaken by sufficiently trained personnel only. Safe working practices to be observed e.g. assistance from a colleague to ‘foot’ the ladder, to pass or collect items etc. Access equipment to be regularly inspected for condition and suitability; documented evidence of such inspections is advised. Where required, exclusion zones and/or signage to be utilised to inform and protect others. | 2 | 4 | 8 |
| Manual Handling | Operative. | Operative could sustain Musculoskeletal, impact, cut and/or puncture injuries due | 4 | 3 | 12 | <ul style="list-style-type: none"> Physical manual handling activities are to be avoided wherever possible. All manual handling activities are to be undertaken by sufficiently trained operatives only and must be carried-out in strict accordance with such training. As required and as practicable, the operator must seek, and use, suitable mechanical assistance to undertake manual handling activities. | 2 | 3 | 6 |

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| | | to manual handling activities. | | | | Note: Assistance from capable and trained colleagues may be used as/if appropriate. | | | |
| Slips, Trips and Falls | All persons on the premises; this includes kitchen area, eating/seating areas service area and toilets. | Serious, potentially fatal, injuries can be sustained due to falls caused by a slip or trip. | 4 | 4 | 16 | <ul style="list-style-type: none"> All floor surfaces to remain clear of anything which presents a trip hazard at all times. Adequate and clear signage to be displayed indicating all areas of uneven and/or sloped floor surfaces, and variations in ground levels (small steps etc). When possible, spillages, including anything which creates a slip hazard (residue left by food waste etc) on the floor must be cleaned-up immediately; leaving a dry surface. If such spillages cannot be sorted straight away, immediate action must be taken to segregate the affected area and to prevent it spreading. This may include the erection of an exclusion zone, absorbent covering and signage until such time that the spillage can be removed. | 2 | 4 | 8 |
| Hazardous Substances Control of Substances Hazardous to Health (COSHH) | Staff. | Serious, potentially fatal, injuries can be sustained due to the use, or creation of, substances categorised as hazardous. This includes irritation, poisoning and/or asphyxiation. | 4 | 3 | 12 | <ul style="list-style-type: none"> Only sufficiently trained personnel are permitted to use any substance categorised as Hazardous; this includes safe and proper transportation, handling, storage and disposal. All hazardous substances must be used in strict accordance with the procedures indicated on the substance’s Safety Data Sheet (SDS) and associated COSHH Assessment, and with the operative’s specific training. Operative to inform any other person(s) who may be affected by the operative’s use or creation of hazardous substances so that appropriate collective safety measures are considered, implemented and used. | 2 | 3 | 6 |

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| Personal Protective Equipment (PPE) | Staff. | Serious, potentially fatal, injuries can be sustained due to direct contact with sharp, hot, cold and/or hazardous materials. | 4 | 4 | 16 | <p>Important: Due to the wide and diverse range of activities which may necessitate the use of PPE, operatives must be suitably trained to:</p> <ul style="list-style-type: none"> * Understand when to use it. * Know what equipment to use. * Use such equipment properly. * Maintain such equipment properly. * Report losses and/or defective/damaged equipment. <ul style="list-style-type: none"> • Approved and appropriate Task Specific PPE to be selected and used to offer the operative: <ul style="list-style-type: none"> * Hand protection – Sharps, heat, cold, chemicals, food-prep (Blue Gloves). * Wrist protection – Sharps, heat, cold, chemicals. * Arm protection. – Sharps, heat, cold, chemicals. * Body protection – Sharps, heat, cold, chemicals. * Eye protection – Chemicals. * Respiratory protection – Chemicals. <p>Note: Measures to protect others may also be required.</p> <ul style="list-style-type: none"> * Foot protection – Falling objects, slips. <p>Note: Where required, to prevent the risk of burning or entanglement, staff are to ensure that their hair is sufficiently contained or tied-back and that their clothing (sleeves, scarf etc) does not present a similar hazard.</p> | 4 | 2 | 8 |
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LADDERS AND STEPLADDERS

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|---|----------------|---|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Part 1 –choice of equipment | Operative | Choosing the wrong type of access equipment (ladders, stepladders) may lead to user falling, resulting in either serious injury or death. | 4 | 4 | 16 | <ul style="list-style-type: none"> The work activity to be planned so that working at height will be avoided where possible. Ladders to be chosen only where the work is of short duration. i.e. no longer than 30 minutes. Ladders to be used only for light work. Ladders to be used only when the work will allow for a handhold at all times. Ladders to be used only when three points of contact can be maintained at working position. Ladders to be chosen only where the worksite presents no other alternative means of access. Ladders only of the correct height and type for the work to be chosen. Only stepladders that have a suitable working platform, leaning bar, handhold and which are of the correct height to be chosen. | 2 | 4 | 8 |
| Part 2 – checking ladders before use | Operatives | Using a damaged ladder may cause it to fail resulting in serious injury or death. | 4 | 4 | 16 | <ul style="list-style-type: none"> All ladders to be inspected before each time of use. Ladder stiles to be checked for bends, splits, cracks or other damage. Ladder rungs to be checked for secureness, wear, clean treads and general damage. (Missing rungs will make the ladder unserviceable). Ladder feet to be inspected for wear and damage. Wooden ladders to be checked for warp and split in stiles, worn, damaged or missing rungs. | 2 | 4 | 8 |

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| Part | Category | Description | Likelihood | Severity | Risk Rating | Control Measures | Likelihood | Severity | Risk Rating |
|--|------------|--|------------|----------|-------------|--|------------|----------|-------------|
| | | | | | | <ul style="list-style-type: none"> Ladders to be checked for a label indicating their last formal test date. Ladders to be checked for a label stating class 1 or EN 131 that indicates their suitability for use in a work situation. | | | |
| Part 2 – checking stepladders before use | Operatives | Using a damaged stepladder may cause it to fail resulting in serious injury | 4 | 4 | 16 | <ul style="list-style-type: none"> All stepladders to be inspected before each time of use. Stepladders to be inspected to ensure that there are no obvious defects such as damaged or twisted stiles, steps or damage to the working platform. Stepladders to be checked so that any restraining devices are in good condition. Stepladders to be checked so that stepladder feet are in good condition. Wooden stepladders to be inspected for wrap, splits and general wear to the frame and steps/working platform. | 2 | 4 | 8 |
| Part 3 – ladders use of ladders against a wall or building etc. | Operatives | Unsecured ladders may cause both the ladder and the user to fall, resulting in serious injury death. | 4 | 4 | 16 | <ul style="list-style-type: none"> All ladders to be secured at the base and the base and the top to prevent slipping. Footing will be undertaken if unable to secure the base. Ladders to be erected so that they are one metre above the actual working height and the top three rungs will remain clear. Ladders not to be used where the floor surface is slippery. | 2 | 4 | 8 |
| Part 3 – ladders use of ladders against a wall or building | Operatives | Falls when climbing ladders may result in serious injury or death. | 4 | 4 | 16 | <ul style="list-style-type: none"> Users to ensure that they are wearing suitable footwear for climbing. Tools and equipment not to be carried whilst climbing ladders but to be taken up using a line or a tool belt. | 2 | 4 | 8 |
| Part 3 – ladders use of ladders against a wall or building | Operatives | Falls may occur if the ladder is not erected at the correct angle. | 4 | 4 | 16 | <ul style="list-style-type: none"> All ladders to be erected so that the angle of erection is 75%, i.e. four units up for each unit out from the wall, building etc. | 2 | 4 | 8 |

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| Part 3 – ladders use of ladders against a wall or building | operatives | Ladders erected against plastic guttering may lead to the ladder slipping, resulting in serious injury or death. | 4 | 4 | 16 | <ul style="list-style-type: none"> Ladders not to be erected against plastic guttering. Where necessary, ladder stand-offs or spreader bars to be used. | 2 | 4 | 8 |
| Part 3 ladders | Operatives | Ladders erected close to overhead power supplies may lead to the user receiving an electric shock resulting in serious burns or death. | 4 | 4 | 16 | <ul style="list-style-type: none"> Ladders not to be erected within six meters horizontally of any overhead power lines unless they have been made “dead” or have been protected with temporary insulation. | 2 | 4 | 8 |
| Part 3 ladders | Operatives | Ladders erected so that they obstruct walkways or vehicle routes may lead to a collision causing the user to fall, resulting in serious injury or death. | 4 | 4 | 16 | <ul style="list-style-type: none"> Ladders to be erected so that they do not obstruct vehicle or pedestrian traffic areas. Where this is unavoidable, suitable barriers or a lookout to be used. | 2 | 4 | 8 |
| Part 3 ladders | Operatives | Users who are not competent in ladder use may fall, resulting in serious injury or death. | 4 | 4 | 16 | <ul style="list-style-type: none"> Only competent staff (competent by training and experience) to use ladders in the workplace. | 2 | 4 | 8 |

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|---|------------|---|---|---|----|--|---|---|---|
| Part 3 use of stepladders - general | Operatives | Stepladders erected on uneven ground may cause the ladder and user to fall, resulting in serious injury. | 4 | 4 | 16 | <ul style="list-style-type: none"> Stepladders only to be used on firm, even floor surfaces. Where possible, stepladders to be tied-in. | 2 | 4 | 8 |
| Part 3 use of stepladders - general | Operatives | Work that imposes a site loading, such as side-on drilling through solid materials, e.g. bricks concrete, may cause a stepladder and the user to fall, resulting in serious injury. | 4 | 4 | 16 | <ul style="list-style-type: none"> Side loading to be avoided by ensuring the stepladder is facing the work activity. Where side loading is unavoidable, then the stepladders should be tied-in to prevent overturning. Where this is not possible, an alternative means of access should be deployed. | 2 | 4 | 8 |
| Part 3 Use of stepladders - general | Operatives | Failure to erect stepladders so that they are fully open may lead to the ladder and the user failing, resulting in serious injury. | 4 | 4 | 16 | <ul style="list-style-type: none"> Stepladders always to be erected so that they are in the fully open position with all restraining devices in place. | 2 | 4 | 8 |

| Risk Assessment Summary Index | | | | | | | | | |
|-------------------------------|----------------|---|----------------|----------|---|---|---|---|--|
| LIKELIHOOD (L) = | ALMOST CERTAIN | 5 | SEVERITY (S) = | SEVERE | 5 | = | DEGREE OF RISK (DR) = (Likelihood x Severity) | RESIDUAL RISK RATING (The level of Risk after control measures have been introduced) | |
| | PROBABLE | 4 | | MAJOR | 4 | | | 1 - 8 = LOW RISK | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | |
| | REMOTE | 1 | | MINOR | 1 | | | | |

Reach Alternative Education SW Ltd– Risk Assessment



| | | | |
|-----------------------|---|------------------------|------------|
| Customer: | Reach Alternative Education SW Ltd | | |
| Site Location: | Hirst Cottage, Middle Street, Bower Hinton, Martock, TA12 6LL | | |
| Risk Assessor: | Mr D Clark-Basten | Approved by: | Dan Palmer |
| Date of RA: | February 2023 | Date of Review: | April 2024 |

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|---|------------|---|---|---|----|--|---|---|---|
| Part 3 Use of stepladders – general | Operatives | Stepladders without a handhold may cause the user to overbalance and fall resulting in serious injury. | 4 | 4 | 16 | <ul style="list-style-type: none"> Only stepladders with a handhold to be used. Users to maintain three points of contact at working position. | 2 | 4 | 8 |
| Part 3 Use of stepladders – general | Operatives | Ladders erected so that they obstruct walkways or vehicle routes may lead to a collision causing the user to fall, resulting in serious injury. | 4 | 4 | 16 | <ul style="list-style-type: none"> Ladders to be erected so that they do not obstruct vehicle or pedestrian traffic areas. Where this is unavailable, suitable barriers or a lookout to be used. | 2 | 4 | 8 |

| Risk Assessment Summary Index | | | | | | | | | |
|-------------------------------|----------------|---|----------------|----------|---|---|---|---|--|
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Reach Alternative Education SW Ltd– Risk Assessment



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| Date of RA: | February 2023 | Date of Review: | April 2024 |

MANUAL HANDLING – TEAM LIFTING

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|--------------|----------------|---|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Team lifting | Operatives | Failure to assess manual handling operations using mechanical aids may lead to accidents resulting in physical injury | 3 | 4 | 12 | <ul style="list-style-type: none"> Before carrying out manual handling operations the task is to be assessed for moving using mechanical aids. Manual handling of loads to be carried out only as a last resort. | 1 | 4 | 4 |
| | | Restricted space can affect manoeuvrability, resulting in strains and sprains to the body | 3 | 4 | 12 | <ul style="list-style-type: none"> All work areas to be suitable for a team lift with adequate space being provided for the handlers to gain good access to the load. | 1 | 4 | 4 |
| | | Failure to provide suitable hand holds for the load may lead to it slipping when lifted causing physical injuries | 3 | 4 | 12 | <ul style="list-style-type: none"> All loads requiring a team lift to be fitted with adequate handholds to allow team members to grasp the load securely. Where handholds cannot be provided, then suitable slings etc. are to be used | 1 | 4 | 4 |

| Risk Assessment Summary Index | | | | | | | | | | |
|-------------------------------|----------------|---|----------------|----------|---|---|---|---|--|--|
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| | PROBABLE | 4 | | MAJOR | 4 | | | 1 - 8 = LOW RISK | | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | | |
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Reach Alternative Education SW Ltd– Risk Assessment



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| | | | | | | | | | |
|--------------|------------|---|---|---|----|--|---|---|---|
| Team lifting | Operatives | Failure to plan a route for the movement of the load may lead to the load falling due to obstacles being present resulting in physical injuries | 3 | 4 | 12 | <ul style="list-style-type: none"> The route to be taken is to be inspected to ensure all obstacles are moved where possible. A lifting plan to be prepared and communicated to all lifting team members. | 1 | 4 | 4 |
| | | Equal lifting capabilities of individuals | 3 | 4 | 12 | <ul style="list-style-type: none"> Lifting team members to be selected so that they are of a similar build and physical capability. | 1 | 4 | 4 |
| | | Lack of supervision or team leader | 3 | 3 | 9 | <ul style="list-style-type: none"> A team leader or supervisor to be nominated to control all aspects of the manual handling operation. Team leaders to communicate lifting and moving instructions to other team members. | 1 | 3 | 3 |
| | | Lack of training in manual handling | 3 | 3 | 9 | <ul style="list-style-type: none"> All staff who will be involved in manual handling operations shall have received adequate training. | 1 | 3 | 3 |
| | | Uneven loads or loads that are not distributed evenly | 3 | 4 | 12 | <ul style="list-style-type: none"> All loads to be assessed for weight before lifting. Where weight distribution is such that one end of the load is heavier than the other then the stronger team members to lift at the heavier end. | 1 | 4 | 4 |

| Risk Assessment Summary Index | | | | | | | | | |
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Reach Alternative Education SW Ltd– Risk Assessment



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| Date of RA: | February 2023 | Date of Review: | April 2024 |

MANUAL HANDLING

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|--------------|----------------|--|------------|---|----|---|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Moving Loads | Operatives | Incorrect manual handling techniques | 4 | 3 | 12 | <ul style="list-style-type: none"> Operatives to receive training in manual handling techniques and to be adequately supervised. Refresher training to be given where needed or when the job changes | 1 | 3 | 3 |
| | Operatives | Weight and size of load is excessive leading to back, arm injuries | 4 | 3 | 12 | <ul style="list-style-type: none"> Reduce weight of the load where possible by breaking it down. Use of suitable mechanical aids to assist with lifting and moving. The use of more than one person to move the load to be considered. | 1 | 3 | 3 |
| | Operatives | Environmental factors, poor lighting uneven floors etc. | 3 | 2 | 6 | <ul style="list-style-type: none"> Lighting must be adequate, if not possible by natural light then use artificial lighting. Checks that floors are free from debris and that all obstacles are removed. | 1 | 2 | 2 |
| Moving Loads | Operatives | Falling loads leading to injuries of the body | 4 | 3 | 12 | <ul style="list-style-type: none"> Loads should be stable and secured where necessary to mechanical aids. Suitable personal protective equipment to be worn e.g. safety boots gloves. | 1 | 3 | 3 |
| | Operatives | Moving load repetitively leading to muscular injuries | 4 | 3 | 12 | <ul style="list-style-type: none"> Working practices to be reviewed to reduce repetitive handling of loads. Allowance made for adequate rest breaks or change in tasks. Mechanisation of the task to be considered. | 2 | 3 | 6 |

| Risk Assessment Summary Index | | | | | | | | | | |
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Reach Alternative Education SW Ltd– Risk Assessment



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| Risk Assessor: | Mr D Clark-Basten | Approved by: | Dan Palmer |
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| | | | | | | | | | |
|--------------|------------|--|---|---|----|--|---|---|---|
| Moving Loads | Operatives | Some operatives may have health conditions that affect their capacity to move or lift loads, leading to injuries or ill health | 3 | 4 | 12 | <ul style="list-style-type: none"> Working practices for women who may be pregnant to be reviewed. Working practices for operatives who may have physical weaknesses or disabilities to be reviewed. Sufficient information to be provided on the tasks that such operatives are given. | 2 | 4 | 8 |
| | Operatives | Mechanical aids in poor condition may lead to them falling and causing injuries | 4 | 3 | 12 | <ul style="list-style-type: none"> All mechanical aids to be checked and maintained on a regular basis. Stipulated safe working loads to be adhered to. Operatives to be trained in their use and know how to report faults. | 1 | 3 | 3 |

| Risk Assessment Summary Index | | | | | | | | | |
|-------------------------------|----------------|---|----------------|----------|---|---|---|---|--|
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OFFICE CLEANING

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|----------------------------------|-----------------------|---|------------|---|----|---|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Getting about in general | Cleaners, staff, etc. | Cleaners and others risk injuries such as fractures and bruising if they trip over objects or slip on spillages or wet floors and fall. | 4 | 3 | 12 | <ul style="list-style-type: none"> Warning cones or boards to be placed in areas where floor cleaning is in progress. Good housekeeping to be maintained so that tripping hazards are removed. Cleaners to use socket outlets nearest to them to minimise trailing leads. Cleaners to wear suitable footwear to prevent slipping on wet floors. | 1 | 3 | 3 |
| Contact with chemical substances | Cleaners | Cleaners may suffer skin conditions or eye injury if they come into contact with bleach or other cleaning materials | 3 | 4 | 12 | <ul style="list-style-type: none"> All cleaning staff to be trained in the risks, use and storage of cleaning chemicals. Consideration to be given to the use of non-hazardous cleaning agents where available. Cleaning chemicals to be stored in a locked area. Rubber gloves and long handled mopes to be provided to minimise hand contact with chemicals. Where necessary a COSHH assessment to be carried out for any hazardous cleaning agents. | 2 | 4 | 8 |

| Risk Assessment Summary Index | | | | | | | | | | |
|-------------------------------|----------------|---|----------------|----------|---|---|---|---|--|--|
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| | PROBABLE | 4 | | MAJOR | 4 | | | 1 - 8 = LOW RISK | | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | | |
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|--|----------|---|---|---|----|--|---|---|---|
| Lifting heavy objects such as rubbish bags, cleaning machines etc. | Cleaners | Cleaners may suffer a back injury when lifting heavy objects incorrectly or awkward. | 4 | 3 | 12 | <ul style="list-style-type: none"> Cleaners to be instructed not to lift heavy rubbish bags and to break the loads down to lessen the weight. Cleaning machines will be of a wheeled type only to allow ease of movement. For multi-storey buildings, machines to be provided on each floor. Cleaners to be instructed to ask for assistance when moving heavy boxes etc. | 2 | 3 | 6 |
| Using cleaning machines | Cleaners | Cleaners and others risk injuries if machine is used improperly | 4 | 3 | 12 | <ul style="list-style-type: none"> Correct type of machine to be provided for work. Cleaners to be trained in safe machine use. Machine to be kept maintained and in good condition. | 1 | 3 | 3 |
| Using electrically operated cleaning equipment | Cleaners | Risk of electric shock if machine is faulty or in poor condition. | 3 | 4 | 12 | <ul style="list-style-type: none"> Register to be maintained of all electrically operated cleaning equipment. All equipment to be regularly checked by a competent person. Cleaners to be instructed to place faulty equipment out of use until it is repaired. Cleaners to carry out basic checks of all leads plug tops etc. and will report all faulty items. | 2 | 3 | 6 |
| Lone working | Cleaners | Cleaners working out of hours and alone may suffer sudden illness or have an accident and be unable to summon help. | 3 | 3 | 9 | <ul style="list-style-type: none"> Cleaners to sign in and out at the reception desk. If not signed out at the end of their shift security staff to look for them. | 2 | 3 | 6 |

| Risk Assessment Summary Index | | | | | | | | | |
|-------------------------------|----------------|---|----------------|----------|---|---|---|---|----------------------|
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| | PROBABLE | 4 | | MAJOR | 4 | | | | 1 - 8 = LOW RISK |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | | 9 - 15 = MEDIUM RISK |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | | 16 - 25 = HIGH RISK |
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OFFICE STORAGE

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|-----------------------------|----------------|---|------------|---|----|---|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Accessing storage at height | Staff | Use of incorrect equipment may lead to falls causing personal injuries. | 4 | 3 | 12 | <ul style="list-style-type: none"> High-level storage to be restricted, as far as is reasonable practicable. All staff to be instructed not to use make shift access equipment such as chairs, stools etc. Access equipment such as suitable stepladders, podium steps and/or kick stools will be provided for high-level access. | 2 | 3 | 6 |
| Accessing storage at height | Staff | Use of faulty access equipment may lead to falls causing personal injuries. | 4 | 3 | 12 | <ul style="list-style-type: none"> Staff to be instructed to visually check all access equipment before use. All faulty access equipment to be taken out of service and repaired or replaced. Regular formal inspections of access equipment to be made at least every six-months and the results recorded. Faulty items to be removed from use and be repaired or replaced. | 2 | 3 | 6 |

| Risk Assessment Summary Index | | | | | | | | | | |
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| | PROBABLE | 4 | | MAJOR | 4 | | | 1 - 8 = LOW RISK | | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | | |
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|-----------------------------|-------|--|---|---|----|---|---|---|---|
| Accessing storage at height | Staff | Inappropriate use of access equipment (overreaching stretching etc.) may lead to falls causing personal injuries. | 4 | 3 | 12 | <ul style="list-style-type: none"> Use of access equipment to be restricted to those trained and competent in use. Staff to be instructed that maximum working height must not be exceeded. Staff to ensure that they re-position steps rather than over stretch. Floor surfaces to be suitable to use (firm and even surface). Staff using access equipment to wear appropriate footwear (low heeled, non-slip soles). Access equipment to be securely stored when not in use to avoid unauthorised use. | 2 | 3 | 6 |
| Storage – general | Staff | Manual handling of unstable or unwieldy loads may lead to falls causing personal injuries including back injuries etc. | 4 | 3 | 12 | <ul style="list-style-type: none"> Staffs to ensure that shelves etc. are not overloaded. Storage to be organised so that heavy/bulky items are stored at lower levels. Frequently used items to be stored easily and accessible locations. Staff to be trained in handling and lifting techniques. Sack trucks, trolleys etc. to be provided for moving heavy items. | 2 | 3 | 6 |
| Storage – general | Staff | Insecure shelving or cabinets etc. may lead to falls causing personal injuries. | 3 | 3 | 9 | <ul style="list-style-type: none"> All shelving to be checked regularly to ensure that its fixings and brackets etc. are secure. Staff to report insecure items to their manager who will take the necessary remedial action. Tall, freestanding cupboards and cabinets to be secured to either the walls or the floor to prevent overturning. | 1 | 3 | 3 |

| Risk Assessment Summary Index | | | | | | | | | |
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OFFICE

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|--------------------------|----------------|---|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| General office movements | Staff, others | Slips, trips and falls-caused by spillages, poor storage of materials, trailing cables etc. | 4 | 3 | 12 | <ul style="list-style-type: none"> Good housekeeping standards to be maintained, including cleaning up spillages. Trailing cables to be managed. Floors and walkways to be maintained to a satisfactory standard. Supervisors to regularly check all office areas to ensure standards are maintained. Walkways are to be free from all obstructions, including stock and any other materials. Desks/workstations are to be set up so that access/egress is straightforward. Boxes of paperwork and other materials are to be kept to a minimum. Staff are to report any issues which they feel may prevent them or others from moving around the office safely. All areas to be well lit, including stairs. Cleaning staff to be instructed not to drag cables around the workplace. | 2 | 3 | 6 |

| Risk Assessment Summary Index | | | | | | | | | | |
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|--------------------------------------|--|--|---|---|---|--|---|---|---|
| Manual handling | All staff | Back pain and other physical injuries caused by overstretching or trying to lift too much. | 3 | 3 | 9 | <ul style="list-style-type: none"> Mechanical aids to be used where possible. E.g. trolleys. Loads to be broken down into smaller sizes and weights, e.g. split boxes of copying paper into individual packs. Manual handling training to be considered for staff if lifting becomes a regular task. Staff instructed not to lift items that they'll struggle with. | 1 | 3 | 3 |
| Using display screen equipment (DSE) | Staff who work using computer screens. | Staff may suffer from upper limb disorder (RSI), back pain and headaches from incorrect usage, posture, glare etc. | 4 | 2 | 8 | <ul style="list-style-type: none"> Seating and screens to be adjusted. Staff to be educated in setting up their workstations. Either staff to complete a self-assessment of their workstations or a full DSE assessment should be completed. Supervisors to carry out regular checks to ensure correct posture. The screen to be placed between overhead light fittings. Also, direct sunlight should not be allowed to shine on the screen. The use of laptops to be kept to a minimum, if necessary, docking stations, separate monitors, key boards and a mouse to be made available. If deemed necessary by an optician, the company to provide basic spectacles for visual display unit use. | 2 | 2 | 4 |
| Use of work equipment | All staff | Electrical shocks, burns, injury from moving parts or unbalanced equipment | 3 | 3 | 9 | <ul style="list-style-type: none"> All equipment to be visually inspected prior to first use. The individual completing the check to look for obvious faults, such as broken or missing parts. All equipment to be sited so that it will not fall from shelves etc. Staff to spot and report any defective plugs, discoloured sockets or damaged cables/equipment. All equipment to be subject to regular electrical safety checks. These will include portable appliance tests (PAT) and visual inspections. Test frequency to reflect current HSE guidance. | 1 | 3 | 3 |

| Risk Assessment Summary Index | | | | | | | | | |
|-------------------------------|----------------|---|----------------|----------|---|---|--|---|--|
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| | PROBABLE | 4 | | MAJOR | 4 | | | 1 - 8 = LOW RISK | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | |
| | REMOTE | 1 | | MINOR | 1 | | | | |

Reach Alternative Education SW Ltd– Risk Assessment



| | | | |
|-----------------------|---|------------------------|------------|
| Customer: | Reach Alternative Education SW Ltd | | |
| Site Location: | Hirst Cottage, Middle Street, Bower Hinton, Martock, TA12 6LL | | |
| Risk Assessor: | Mr D Clark-Basten | Approved by: | Dan Palmer |
| Date of RA: | February 2023 | Date of Review: | April 2024 |

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|--|---|---|---|---|----|---|---|---|---|
| Work causing stress | All staff | Staff could be affected by excessive pressure due to work demands, working long hours, etc. causing anxiety and stress. | 3 | 2 | 6 | <ul style="list-style-type: none"> Workloads to be agreed with staff and managed in conjunction with supervisor. Staff to be encouraged to raise issues that affect their well-being at team meetings etc. A company stress policy to be developed and staff to be kept informed. | 1 | 2 | 2 |
| Employment of potentially vulnerable workers | Young persons, disabled or pregnant staff | Manual handling, exposure to chemicals, inexperience, restricted mobility etc. | 3 | 3 | 9 | <ul style="list-style-type: none"> Pregnant staff: risk assessment to be completed for the individual to ensure that they are able to complete all duties required of them. Manager to maintain good communication with pregnant member of staff throughout pregnancy to ensure risk control measures are suitable and sufficient. Disabled staff: personal emergency evacuation plan (PEEP) for all staff with restricted/impaired mobility. Work area to be assessed to ensure easy access/egress possible. Inexperienced staff: manager to ensure that young/inexperienced staff are not asked to complete duties which may put them at risk. Suitable and sufficient supervision arrangement to be maintained. | 2 | 3 | 6 |
| Lone working and visiting clients premises | All staff | Injury or ill-health, potential violence, unsafe clients premises | 3 | 4 | 12 | <ul style="list-style-type: none"> Staff not to enter any premises, which they believe to be potentially unsafe. If staff feel that premises may be unsafe, they must report in to their direct supervisor/manager. Staff to familiarise themselves with fire and emergency procedures on client's premises. Staff to leave details of visits in public diaries, or with colleagues. Staff to provide a mobile phone number/contact number. | 1 | 4 | 4 |

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|--|-------------------------|---|---|---|----|--|---|---|---|
| Working in the office with poor hygiene and welfare conditions | All staff | Poor hygiene and welfare conditions leading to staff discomfort or illness. | 3 | 2 | 6 | <ul style="list-style-type: none"> Toilets to have a regular supply of hot and cold water complete with soap and towels. Kitchen area to have a safe supply of mains hot and cold running water. Toilets and kitchen area to be regularly cleaned. Facilities in the kitchen area provided to store food, drink and kitchen utensils etc. | 2 | 2 | 4 |
| Working in the office in uncomfortable conditions | All staff | General discomfort | 3 | 1 | 3 | <ul style="list-style-type: none"> Office temperatures to be monitored and heating provided when cold. Windows to be openable for ventilation. Workspace to follow HSE guidance. | 2 | 1 | 2 |
| Use of cleaning chemicals | Cleaner, possibly staff | Skin irritation or eye injury from bleach or acid based products | 3 | 3 | 9 | <ul style="list-style-type: none"> Potentially hazardous cleaning products to be substituted for lower-risk alternatives whenever possible. All cleaning products to be used in accordance with manufacturer’s instructions. If necessary, appropriate personal protective equipment (PPE) to be used. Details of appropriate personal protective equipment (PPE) will be identified on product safety warning label. Chemical products not to be decanted into alternative containers. | 1 | 2 | 2 |
| Action in the event of fire | All staff and visitors | Staff and visitors trapped in the office may suffer from smoke inhalation, burns and possibly death | 3 | 5 | 15 | <ul style="list-style-type: none"> Action in the event of fire to be communicated to all staff. Evacuation procedures to be placed around the building at strategic points. Regular fire alarm checks to be carried out. Fire drill to be regularly carried out. Fire extinguishers to be provided and maintained on a contract. Fire exits to be kept clear of obstructions. Supervisor to walk the building on a regular basis to check that fire instructions are being complied with. | 1 | 5 | 5 |

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PORTABLE ELECTRIC TOOLS

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|---------------------------|----------------|------------------------|------------|---|----|---|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Exposure to Dust | Employees | Non-disabling illness | 3 | 3 | 9 | <ul style="list-style-type: none"> PPE when working with “normal” dusts to include mask and goggles | 3 | 1 | 3 |
| Injuries to third parties | Third parties | Serious injury | 4 | 4 | 16 | <ul style="list-style-type: none"> Work to be co-ordinated with other staff to ensure removal of hazards for third parties. Comply with any signs displayed instructing the wearing of appropriate PPE Keep access and walkways clear of obstruction. | 3 | 3 | 9 |
| Noise | Employees | Long term illness | 4 | 3 | 12 | <ul style="list-style-type: none"> Exposure to loud / repetitive noise to be limited in the line with the control of noise at work regulations. PPE to include sufficient ear defenders. | 4 | 2 | 8 |
| Electrocution | Employees | Death / serious injury | 5 | 4 | 20 | <ul style="list-style-type: none"> Only use competent trained staff. Use permit to work system for live works. PAT testing to be completed, recorded and in date. Visual inspection of electrical equipment by user before use and at regular intervals. Use equipment as per the manufacturers instruction. Maintenance to be carried out by trained electricians. | 2 | 4 | 8 |

Risk Assessment Summary Index

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|------------------------|----------------------|-------------------|---|---|----|---|---|---|---|
| Slips, trips and falls | Employees and others | Minor injury | 3 | 3 | 9 | <ul style="list-style-type: none"> Work area to be clear of trip hazards. Work to be monitored. | 2 | 3 | 6 |
| Vibration | Employees | Long term illness | 4 | 4 | 16 | <ul style="list-style-type: none"> Supervisory monitoring system to be in place. Staff to be trained in the correct use and timings of equipment. | 2 | 4 | 8 |

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PORTABLE (non-fixed) ELECTRICAL EQUIPMENT

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|----------|----------------|---------------------|------------|---|----|------------------|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |

Important: This Risk Assessment is to be used when using all portable electrical equipment and appliances i.e. electrical equipment which has attached to a lead and plug; which is connected to the mains supply by a standard 3-Pin Plug.

Due to the diversity and range of such equipment, it is not possible to generate a comprehensive/exhaustive list of items, but will include certain kitchen appliances (kettle, microwave, fridge, dishwasher etc) office equipment (printer, shredder, IT equipment etc) tools and radio/audio equipment.

It is wholly the responsibility of the employer to identify such equipment and make appropriate arrangements to ensure that it is safe to use. Users have a legal duty to use such equipment safely so as not to harm themselves and/or any others affected by their activities.

All activities and hazards indicated on this document are to be regarded as generic; additional precautions, working practices and/or Control Measures may be required depending on equipment type etc.

| | | | | | | | | | |
|--------------------|------------------------|--|---|---|----|--|---|---|---|
| Maintenance | Maintenance Personnel. | Maintenance work undertaken by inexperienced or unauthorised personnel may lead to injuries due to | 4 | 4 | 16 | <ul style="list-style-type: none"> Equipment is to undergo periodic inspection and Portable Appliance Testing (PAT) procedures at intervals determined as appropriate and sufficient in accordance with the amount of the equipment’s usage and the environment in which it is used. All testing, maintenance and/or repair work is to be undertaken by authorised and competent personnel only. | 2 | 4 | 8 |
|--------------------|------------------------|--|---|---|----|--|---|---|---|

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|---------------------|------------|--|---|---|----|--|---|---|---|
| | | electricity. | | | | <ul style="list-style-type: none"> No unauthorised and/or unnecessary person permitted in (or in very close proximity to) the area whilst testing, maintenance and/or repair work is being undertaken. All persons undertaking this work must use appropriate equipment to undertake any testing, maintenance and/or repair work. This equipment is to be isolated from its power supply when maintenance and/or repair work is being undertaken. | | | |
| General Use. | Operative. | Use of equipment may lead to injuries caused by electricity and trips. | 4 | 4 | 16 | <ul style="list-style-type: none"> Only staff that have experience of and/or have been sufficiently trained are permitted to use such equipment. Note: Depending on equipment type, it is advised that a documented training record exists for reference and evidential purposes. The operator is required to undertake a visual inspection of equipment for any obvious signs of defects. Where practicable, the user is to check casing and plug condition, cable condition, auxiliary devices (Transformer, RCD) condition and evidence of valid/current electrical testing. Note: Any defects identified prior to, during and/or after use of equipment must be immediately reported to Company management. The equipment must not be used until safe and proper rectification work has been undertaken. <p>For certain equipment (tools etc) it is recommended that inspection procedures are documented for monitoring and evidential purposes.</p> <ul style="list-style-type: none"> Where practicable, 110v type equipment is used. Trailing-lead to be positioned so as not to present a trip hazard. Trailing-lead to be positioned so as not to present contact hazard (body, head height etc) to any person. | 2 | 4 | 8 |

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|--|--|--|--|--|---|--|--|--|
| | | | | | <ul style="list-style-type: none"> • Trailing-lead to be positioned to prevent accidental damage occurring (snagging, driven over by vehicles etc) • Cables to remain clear of dirt, adhesive tape and/or markings (paint, pen etc). • For 240v tools, connect to RCD device. • Where appropriate, equipment to be switched off and disconnected from the power supply when not in use. • Equipment to be left and stored safely when not in use. • Electrical parts (including supply lead) must not be used near, or exposed to, water. • Supply lead must be fully extended and free from knots and kinks etc prior to use. | | | |
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PREGNANT EMPLOYEE / NEW MOTHER

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|------------------------------|----------------|--|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Working Activities (general) | Mother & Baby | Postural injury or illness caused by too much/too little movement. | 4 | 4 | 16 | <ul style="list-style-type: none"> Expectant mother is assigned light-duties only. Suitable seating is supplied to undertake working activities. In non-sedentary roles, daily tasks are periodically rotated so that sedentary work can be undertaken. Expectant mother, if identified as a Display Screen Equipment (DSE) User has been properly assessed and managed accordingly. Expectant mother instructed to keep excessive travel and use of stairs to an absolute minimum. | 2 | 4 | 8 |
| Manual Handling | | Physical strains and injuries caused by arduous, repetitive manual handling activities | 4 | 4 | 16 | <ul style="list-style-type: none"> Expectant mother does not undertake any significant Manual Handling activities i.e. any task which requires physical exertion or effort. | 1 | 4 | 4 |
| Working at Height | | Any fall could cause serious/major injury to mother and/or baby | 3 | 4 | 12 | <ul style="list-style-type: none"> Expectant mother does not undertake any Working at Height activities. | 1 | 4 | 4 |

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|--|---------------|--|---|---|----|---|---|---|---|
| Lone Working | Mother & Baby | Sudden or unexpected conditions can arise due to pregnancy. | 3 | 4 | 12 | <ul style="list-style-type: none"> Expectant mother does not undertake prolonged periods of lone working. Regular communication between the employer and employee is undertaken. | 1 | 4 | 4 |
| Use of/Exposure to Hazardous Materials | | Illness caused by Ingestion, inhalation and/or absorption of harmful substances | 4 | 5 | 20 | <ul style="list-style-type: none"> Expectant mother does not have direct/physical contact with any material, substance or chemical classified as hazardous. Expectant mother is not permitted to enter any area where there is the risk of her being exposed to hazardous vapours or fumes; this includes a six-month period following the birth of the baby and/or whilst the mother is breastfeeding. Expectant mother is not intentionally exposed by the employer to smoke or vapours created and released from cigarettes (including electronic devices) cigars etc. | 1 | 5 | 5 |
| Working Environment | | Conditions/illnesses can arise due to pregnancy (e.g. stress) caused by temperature extremes, noise, shocks etc. | 4 | 4 | 16 | <ul style="list-style-type: none"> The expectant mother’s working environment is well-ventilated and suitably lit. The expectant mother is not exposed to: <ul style="list-style-type: none"> ➤ Extremes of temperatures ➤ Shock or vibration ➤ Sudden or prolonged periods of high noise | 1 | 4 | 4 |
| Rest Periods & Working Hours | Mother & baby | Mental and physical fatigue caused by excessive work periods | 4 | 3 | 12 | <ul style="list-style-type: none"> To ensure working hours do not exceed the expectant mother’s capabilities, there is regular verbal communication between the expectant mother and her Manager to establish and monitor the mother’s physical and mental condition. | 2 | 3 | 6 |

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| | | | | | | <ul style="list-style-type: none"> Additional to the normal/established daily rest periods, the expectant mother is permitted further rest breaks away from her work area at her request and/or insistence of her Manager. Expectant mother is instructed to undertake brief periods of standing so that legs and back can be moved to aid posture and circulation | | | |
| Slips, Trips, Falls | | Serious/major injuries can be sustained due to a slip or trip | 4 | 4 | 16 | <ul style="list-style-type: none"> A structured and established housekeeping programme is observed and operating throughout the Company. All spillages are cleaned immediately, trailing-leads and waste removed, and pedestrian traffic routes and stairs remain clear at all times. Signage is displayed warning all persons of wet/slippery floor surfaces and/or other similar hazards. | 2 | 4 | 8 |
| Additional Duty of Care | Mother & baby | Historic and/or existing medical condition(s) with the potential to cause harm to the mother and/or baby | 3 | 4 | 12 | <p>To further exercise our legal and moral duty of care to our employees:</p> <ul style="list-style-type: none"> The expectant mother has been requested to inform the employer of any historic or existing medical condition which has or may adversely affect the mother and/or baby during or post-pregnancy e.g. miscarriage, high blood pressure etc. The expectant mother has been requested to immediately inform the employer if she encounters bouts of extreme fatigue (mental or physical). The expectant mother has been requested to immediately inform the employer if she encounters bouts of stress. The expectant mother has been requested to immediately inform the employer if she develops post-natal depression. The expectant mother has been requested to immediately inform the employer of any other pregnancy-related health matters or concerns she | 1 | 4 | 4 |

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| | | | | | | feels the employers needs to be aware of. if she encounters bouts of extreme fatigue (mental or physical). | | | |
|--|--|--|--|--|--|--|--|--|--|

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SLIPS, TRIPS AND FALLS

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|--------------------------|-----------------------------|--|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Getting about in general | Operatives, visitors etc. | Contaminated floors can lead to injuries from slipping, tripping and falling. | 5 | 3 | 15 | <ul style="list-style-type: none"> Floor surfaces to be kept in a good, clean condition. Spilled liquids to be cleaned up immediately. Warning notices to be put out when floor cleaning is in operation. Floors surface are kept free from grease. Oil etc. Floor surfaces not to be left highly polished. | 1 | 3 | 3 |
| Getting about in general | Operative(s), visitors etc. | Floor coverings in poor condition can cause tripping accidents leading to fall injuries. | 4 | 3 | 12 | <ul style="list-style-type: none"> Floor finishes to be kept in good condition (carpets etc.) Areas to be closed off until hazards are dealt with. Regular inspections of floor areas to be carried out. Temporary signs etc. to be placed to identify hazards until repair/replacement can take place. | 2 | 3 | 6 |
| Getting about in general | Operative(s), visitors etc. | Trailing cables etc. can cause tripping accidents leading to fall injuries. | 4 | 3 | 12 | <ul style="list-style-type: none"> All trailing cables to be secured away from walkways. Additional power points to be installed, to remove the need for extension leads. Temporary trailing cables to be covered to prevent tripping hazard. | 1 | 3 | 3 |

| Risk Assessment Summary Index | | | | | | | | | | |
|-------------------------------|----------------|---|----------------|----------|---|---|---|---|--|--|
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| | PROBABLE | 4 | | MAJOR | 4 | | | 1 - 8 = LOW RISK | | |
| | POSSIBLE | 3 | | SERIOUS | 3 | | | 9 - 15 = MEDIUM RISK | | |
| | IMPROBABLE | 2 | | MODERATE | 2 | | | 16 - 25 = HIGH RISK | | |
| | REMOTE | 1 | | MINOR | 1 | | | | | |

Reach Alternative Education SW Ltd– Risk Assessment



| | | | |
|-----------------------|---|------------------------|------------|
| Customer: | Reach Alternative Education SW Ltd | | |
| Site Location: | Hirst Cottage, Middle Street, Bower Hinton, Martock, TA12 6LL | | |
| Risk Assessor: | Mr D Clark-Basten | Approved by: | Dan Palmer |
| Date of RA: | February 2023 | Date of Review: | April 2024 |

| | | | | | | | | | |
|--|-----------------------------|--|---|---|----|--|---|---|---|
| Getting about in kitchen areas | Catering staff | Floors contaminated by cooking oil and fats, water, spilled foodstuff etc. can cause slipping and tripping injuries. | 4 | 3 | 12 | <ul style="list-style-type: none"> A good cleaning regime to be in place. Regular removal of waste products. Regular inspections to be carried out. Staff to wear suitable footwear. | 2 | 3 | 6 |
| Getting about in external areas | Operative(s), visitors etc. | Pedestrian walk areas in poor condition can lead to trips and fall injuries. | 4 | 3 | 12 | <ul style="list-style-type: none"> Surfaces in paved areas must be level and in good condition. Other surface finishes to be kept in good condition. Pedestrian walkways to be regularly inspected. Temporary barriers to be used to segregate hazardous areas until remedial work can be done Areas that are covered in snow and ice to be segregated, this can include shop fronts, entrance or exits including fire exits. | 1 | 3 | 3 |
| Getting about in external areas | Operative(s), visitors etc. | Poorly lit areas can lead to trips and falling injuries. | 4 | 3 | 12 | <ul style="list-style-type: none"> External lighting to be suitable i.e. does not cause shadows and is bright enough. All external lighting to be properly maintained. | 2 | 3 | 6 |
| Working outside in poor weather conditions | Operative(s) | Working outside during wet, frosty or icy conditions can lead to slip and fall injuries. | 4 | 3 | 12 | <ul style="list-style-type: none"> Operatives to wear suitable footwear. Salt etc. to be used to thaw out frost or snow-covered walking areas. | 2 | 3 | 6 |

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| | | | | | | | | | |
|---------------------------|--------------------------|---|---|---|---|--|---|---|---|
| Getting around in general | Staff and general public | Failure to ensure adequate lighting on staircases etc. may lead to falls resulting in serious injuries. | 3 | 3 | 9 | <ul style="list-style-type: none"> Lighting on staircases etc. to be regularly checked by supervisors/managers. Staff to be encouraged to report faulty lighting fittings to their supervisor/manager. Faulty lighting fittings to be repaired. | 2 | 3 | 6 |
|---------------------------|--------------------------|---|---|---|---|--|---|---|---|

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STORAGE – HANDLING FLAMMABLE LIQUIDS

| Activity | Who is at Risk | Significant Hazards | Risk Level | | | Control Measures | Residual Risk Level | | |
|--|-------------------|---|------------|---|----|--|---------------------|---|----|
| | | | L | S | DR | | L | S | DR |
| Using flammable liquids | Operative, others | Risk of fire and/or explosion from ignition of flammable liquids | 4 | 5 | 20 | <ul style="list-style-type: none"> Flammable liquids on site to be assessed to see if they can be substituted for a safer alternative. Supplier’s materials safety data sheets to be obtained for all flammable liquids. Where substitution is not visible 3 steps to be taken to reduce the amount stored on site. | 2 | 5 | 10 |
| Storage of flammable liquids inside building | Operative | Risk of fire and/or explosion from flammable liquids if stored near a source of ignition. | 4 | 4 | 16 | <ul style="list-style-type: none"> Quantities of flammable liquids stored inside building to be kept to a minimum and to a maximum of 50 litres. All containers to be sealed when not in use. Internal storage to be in a purpose-built cupboard or a bin, which is of a fire-resistant structure and is, designed to take spillages. All such cupboards and bins to be suitably marked and kept locked when not in use. Cupboards and bins to be placed away from any possible ignition sources. Suitable ventilation to be provided. Material that is not in use should be returned to the designated storage area. | 2 | 4 | 8 |

| Risk Assessment Summary Index | | | | | | | | | | |
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| Storage of flammable liquids external to buildings | Operative | Risk of fire and/or explosion from flammable liquids if stored incorrectly and near to a source ignition. | 4 | 4 | 16 | <ul style="list-style-type: none"> Dedicated fire-resistant storage areas to be adequately separated from site boundaries, occupied buildings, process areas, fixed sources of ignition and other dangerous substances. Incompatible dangerous substances to be segregated and adequately separated to minimise the risk or interaction. Good ventilation to be provided in areas where flammable liquids or gases are stored. For liquids stored above ground there to be a means to contain leaks and prevent them spreading to other parts of the premises or off-site. | 2 | 4 | 8 |
| Providing ventilation | Operative | Failure to ensure adequate ventilation may lead to a build-up of flammable atmosphere resulting in fires and explosions. | 4 | 4 | 16 | <ul style="list-style-type: none"> Good ventilation to be provided in areas where flammable liquids or gasses are stored in order to ensure that any such gases and vapours given off from spill leak or released dispersed. Storage areas to be located in well-ventilated positions, preferably in the open air. Where storage areas are located within a building, adequate natural or mechanical ventilation to be provided. | 2 | 4 | 8 |
| Transfer of materials | Operative | Failure to transport or decant flammable liquids may lead to fires and explosions | 4 | 4 | 16 | <ul style="list-style-type: none"> Where dangerous substances are transported to a storage area, or carried or conveyed from storage area or between work areas, they are to be carried in closed vessels or conveyed in a totally closed system. Process activities such as dispensing or decanting not to be carried out in a storage area where they would create a risk of fire involving the stored materials. | 2 | 4 | 8 |

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| Storage and disposal of empty containers | Operatives | Failure to remove empty containers or dispose of them properly may lead to fires and explosions. | 4 | 4 | 16 | <ul style="list-style-type: none"> Containers that are nominally empty but may still contain residues of dangerous substances are to be removed from the workroom and stored in the same manner as full containers. Containers to be labelled or otherwise identifiable so that all who handled them are aware of their contents and hazardous properties. Waste streams from different sources, having different compositions not to be mixed together. | 2 | 4 | 8 |
| Maintenance of storage facilities | Operative | Failure to adequately maintain storage facilities may lead to leaks remaining unidentified resulting in fire or explosion. | 4 | 4 | 16 | <ul style="list-style-type: none"> Storage facilities to be maintained in safe conditions. Storage facilities to be subject to an appropriate inspection programme to establish that they remain fit for purpose. Inspection programmes to be carried out by a competent person. | 2 | 4 | 8 |

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