

Risk Assessment Form

Project: Adult learning and social groups

Site: Barkston House

Activity: Use of Unit 41

Hazard, hazardous event and expected consequence	People affected	Assessment of Risk			Are risk controls required?
		Likelihood Level	Consequence x Level	Risk = Level	
Entrance doors Closing of door and access Wheelchairs and walking aid users not being able to access classroom. Insufficient lighting and trip hazards. Causing injuries from knocks and trips	All room users	2	1	2	Yes / No
Hot water heater wall mounted/hot water dispenser Using and incorrect use of, spillages from, fault or damage to equipment Scalds, slips, electric shocks and trips caused by spillages	All room users	2	2	4	Yes / No
Microwave, if present Using and incorrect use of, overheating, explosion, hot plates dishes, food and liquid Burns, scalds, electric shock	Appliance users	2	2	4	Yes/ No
Sink area Hot water, spillages Scalds, trips and falls caused by spillages	All room users	2	2	4	Yes / No
Furniture Unable to access the classroom move around the room Injury caused by knocking the furniture, unable to access areas, unable to exit the room safely	All room users	1	1	2	Yes / No
Furniture tables and chairs	All room users	2	2	4	Yes/ No

Injury caused by putting up/taking down of tables and stacking/moving of chairs					
Fire exit hallway and outside landing Unable to gain access back in to the classroom, fall from the outside landing Serious injury from falling, locked out from classroom/session	All room users	1	4	4	Yes / No
Lighting Too bright or inadequate lighting Injury caused by lack of lighting when moving round room or using equipment. Upset and onset of illness caused by too bright lighting	All room users	1	1	2	Yes / No
Heating Uncomfortable in extremes of heating, unsafe use of heaters Burn injuries from heaters, risk of fires	All room users	2	2	4	Yes / No
Hazards on the floor Slips and trips caused by obstructions and spillages Injury from knocking into obstructions and slips and trips caused by obstructions and spillages, unable to access or exit safely from the room	All room users	2	2	4	Yes / No
Storage area Items stored high up and left on the floor Injury lifting things incorrectly that are difficult to access, Injury from things falling, injury caused by knocking in to or tripping on things on the floor.	All room users	2	2	4	Yes / No
Wall displays Items falling from the walls Injury caused by falling displays	All room users	2	2	4	Yes / No
Cables Trips on/over exposed cables, shocks from pulled loose cables or damaged equipment Injury from trips and electrical shock from cables	All room users	2	2	4	Yes / No
Infection/cross-contamination Bacteria and/or Virus droplets in air or lying on surfaces from ill individuals using the room resulting in others becoming infected Infection/ ill health/possible death as a result of infectious contamination	All room users	4	5	20	Yes / No

Part 2

Hazard and Risk Level	Existing Risk Controls	Further Risk Controls Required	Residual Risk			Description of Monitoring
			Probable New Likelihood x Consequence = Risk Level	Potential		
Entrance doors – Acceptable	Propped open where possible, doors are able to get a wheelchair through. When both doors open. Doors to be unlocked and light put on by staff prior to visitors entering.	-	2	1	1	Classroom checks for each lesson and RA review 6 months or as necessary
Hot Water heater/ dispenser – Acceptable	Members supervised with use. All staff to be given a demonstration on how to use safely and instructions left with appliance.	All visitors to be reminded of dangers on a regular basis. Members still to be supervised with use. Appliance to be checked for damage on a regular basis and is subject to PAT testing	1	2	2	Classroom checks for each lesson and RA review 6 months or as necessary
Microwave – Adequate	Only to be used by staff, safe use covered in microwave and signage, demonstration on how to use given if requested	-	2	2	4	To be checked on a regular basis by SJ and RA review 6 months or as necessary
Sink Area – Acceptable	Members supervised in this area, spillages to be mopped up straight away	Signing to be placed in the area reminding of dangers and actions to be taken	1	2	2	Classroom checks for each lesson and RA

						review 6 months or as necessary
Furniture – Acceptable	Furniture can be and is moved by tutors to ensure access and movement flow dependent on course and layout requirement	Regular checks of furniture that it is still fit for purpose. Staff to ensure that coats and bags are not stored under tables and chairs and cloakroom area used	1	1	2	Classroom checks for each lesson and RA review 6 months or as necessary
Furniture tables and chairs - Acceptable	New tables purchased July 18. Full instructions provided and demonstration given to staff. Chairs to be stacked no more than 4 high where possible	Regular checks of furniture to ensure it is still fit for purpose. Staff only to fold up/down tables. Service users to be supervised if moving furniture	2	2	4	Classroom checks for each lesson and RA review 6 months or as necessary
Fire Exit hallway and outside landing – Acceptable	Staff inform members that this area is out of bounds except in an emergency when evacuation will be supervised	-	1	3	3	Classroom checks for each lesson and RA review 6 months or as necessary
Lighting – Acceptable	Staff to determine when lighting is required and controlled	-	1	2	2	Classroom checks for each lesson and RA review 6 months or as necessary
Heating – Acceptable	Staff to monitor heating levels and act as necessary – if heaters are used they must ensure cables are not a hazard and members are aware of dangers – burns/fires	-	1	2	2	Classroom checks for each lesson and RA review 6 months or as necessary
Hazards on the floor –	Staff to ensure bags, coats and storage boxes are	-	2	2	4	Classroom checks for each lesson and RA

Acceptable	stored safely away from the main area. All spillages to be cleared up immediately and proper signage used if necessary					review 6 months or as necessary
Storage area – Acceptable	Staff only to access this area. Area to be kept clear and tidy at all times. Staff to seek assistance if needed for lifting and reaching objects stored on high shelves	-	1	2	2	Classroom checks for each lesson and RA review 6 months or as necessary
Wall displays – Acceptable	Items fastened securely to walls where possible. Ensure that heavy objects are not used on the walls or lent against them in the main area	-	1	2	2	Classroom checks for each lesson and RA review 6 months or as necessary
Cables – Acceptable	Minimum amount of equipment with cabling used. When using these items traffic over cables should be minimum. Cables should be secured down and signage used if appropriate.	-	1	2	2	Classroom checks for each lesson and RA review 6 months or as necessary
Infection - Unacceptable	Room cleaned once per week and cleared after each session PPE available from office if required Cleaning kit available in room at all times Room to be cleared after each session	Preparing room Declutter room including removal/storage of difficult to clean and soft objects Arrange furniture to support social distancing Replace bins with foot pedal ones Soap dispenser at sink	2	5	10	Agree max attendance level for session and rooming requirements based upon guidance and proposed attendees Introduce advance attendance planning/communications system before each session by text

	<p>Infection control policy in place Handwashing facilities in room including soap and paper towels All staff maintain up to date infection control training</p>	<p>Cleaning/hygiene materials available</p> <p>Disposable paper towels available Hygiene literature/notices on display</p> <p>Session Arrangements Only hold sessions when local alert level allows</p> <p>Limit total number of people in room to agreed level based upon social distancing and member engagement level</p> <p>Limit session input time to allow for hygiene practices</p> <p>Include appropriate video on COVID infection and control information in course induction session</p> <p>Cleaning Deep clean once a week Fogging machine to be used daily Wipe down and disinfect furniture, key contact points and equipment used after each session</p>				<p>Review likelihood score each week for escalation in response to infection in community levels Monitor in session advice, temperature checking and end of session cleaning via dual sign off. Review following incident Auditing and spot checks on compliance and best practice</p>
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		<p>Daily Infection Control Measures</p> <p>Keep doors open to allow for minimum contact and good airflow</p> <p>Keep fire escape open for good airflow where weather allows Tutor/group leader to manage entry/exit of room to maintain social distancing</p> <p>All room users strongly encouraged to use toilet facilities individually.</p> <p>Remind room users to practise social distancing often</p> <p>Regular verbal handwashing reminders</p> <p>Soap, hand gel, paper towels spray disinfectant and tissues to be readily available and restocked as appropriate before each session Avoid the sharing of equipment in session where possible – cleaned in between use where necessary</p>				
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		<p>Refreshments</p> <p>Members attending all day to have agreed approach to lunch breaks and encouraged to either supervised staying/or leaving site individually</p> <p>Tutor/group leader to manage staggered access to snacks and drinks to maintain social distancing</p> <p>TA/group assistant to lead making drink and snack sales after taking steps for infection control</p> <p>Personal Hygiene and protection</p> <p>Handwashing when entering or re-entering the room</p> <p>Hand gel provided</p> <p>Support use of staff PPE as appropriate, full PPE kit available in the room</p> <p>Symptoms Management</p> <p>Give clear, timely and regular guidance for staff and</p>				
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		<p>members not to attend with symptoms and to maintain distancing including sharing handouts to take home</p> <p>All attendees will be asked if they are feeling well today. A script will be used to probe if engagement is doubted</p> <p>Anyone displaying symptoms will be removed from room to empty room or corridor immediately. Staff will use PPE whilst in contact and managing return home preparations. The session will be terminated and the room deep cleaned prior to any restart</p> <p>Members/Visitors Members can wear their own face covering if they feel this is necessary/appropriate</p> <p>No visitors to sessions</p> <p>Individual support workers only permitted to stay in session where identified as necessary.</p>				
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Date: 11/09/20	Review Period: 6 monthly, as needed or following an incident/near miss	Date of next review: 11/03/21
Assessor's name: Tina Turnbull	Position: CEO	Signature: <i>CM Turnbull</i>
Passed by Health & Safety Officer: Sally Jude		

Seriousness

Catastrophic
5

Major
4

Moderate
3

Minor
2

Insignificant
1

Likelihood	Very likely	5	25	20	15	10	5
	Likely	4	20	16	12	8	4
	Fairly likely	3	15	12	9	6	3
	Unlikely	2	10	8	6	4	2
	Very unlikely	1	5	4	3	2	1

Risk Ranking Matrix

17 - 25	Unacceptable Stop activity and make immediate improvements
10 - 16	Tolerable Look to improve within specified timescale
5 - 9	Adequate Look to improve by next review
1 - 4	Acceptable No further action required. Maintain current controls