

<u>RISK ASSESSMENT FORM</u>		Assessed by:		
Activity:	Safeside at Handsworth Education Programmes	Name:	Job Title:	Roll No.
Location:	Safeside at Handsworth scenarios, classrooms, drill yard, cold training and appliance bay	Rob Hattersley	Safeside Manager	9377
Dept/Station:	Community Safety	Shirley Brampton	Handsworth Co-ordinator	1597
Date of Assessment:	13/1/2014	Jane Garratt	Education Lead	9702
Next Review Date:	13/1/2015			

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SEVERITY (S)		Likelihood (L)					Risk Rating (RR) S x L = RR	
		1. Rare - The situation is well controlled	2. Unlikely - Well controlled, occasional lapses could occur	3. Likely - Incomplete controls	4. Very likely- Inadequate Controls	5. Certain No Controls		
1.	First Aid only Minor Injury	1	2	3	4	5	Low Risk 1 – 5	No further action required
2.	Lost Time Injury 1-3 days	2	4	6	8	10	Medium Risk 6 – 12	Action plan required and further controls implemented before proceeding
3.	Over 3 Day Injury	3	6	9	12	15		
4.	Major Injury Fracture etc.	4	8	12	16	20	High Risk 15 - 25	Do not proceed consult SHE Team
5.	Fatality/multiple injuries	5	10	15	20	25		

Breakdown of Task (where required)	Hazard/ Risk	Person (s) at risk	Existing control measures	Risk rating			Recommendations/ additional controls needed (Complete action plan)
				S	L	RR	
	Fire	Visitors, Volunteers, Presenters	Smoke detectors throughout building Clearly labelled fire exits which all staff are shown during training Fire extinguishers Evacuation procedure – all staff trained No smoking policy Scenario electrical items not plugged in to live circuits Part of operational fire station	5	1	5	Annual evacuation practise for each programme to assess staff readiness – in association with fire station
	Medical emergency	Visitors, Volunteers, Presenters	First Aid provided by Mo Carter, Andrew Savage, fire station staff Fire control to be notified in serious cases and will call all necessary assistance Guides and Presenters will be informed Visitors will be moved	4	1	4	Shirley Brampton to be retrained on First Aid All staff to be retrained on defib
	Moving vehicles – arrivals and departures	Visitors, Volunteers, Presenters, Staff	School vehicles to turn round and park in front of main reception before visitors disembark to minimise visitors on car park. On visit days, bollards will be put out the night before.	4	1	4	New signage to differentiate staff parking from visitor parking at the front. Visitors to be informed and situation monitored. Liaise with station.
	Snow and ice – arrivals and departures	Visitors, Volunteers, Presenters, Staff	Snow/ice procedures are in place along with station. Vehicles drop of adjacent to building entrance to minimise exposure to slippery surfaces. Entrance area pavement will be salted when needed.	4	1	4	None
	Conference and Meeting Rooms	Visitors, Volunteers, Presenters, Staff	No significant hazards identified. Visitors are briefed and split into groups in these areas, and use the rooms for a quizzes and workshops	1	1	1	None
Reception	Trips/slips/falls	Visitors	No significant risks identified. Visitors sent	1	2	2	None

Breakdown of Task (where required)	Hazard/ Risk	Person (s) at risk	Existing control measures	Risk rating			Recommendations/ additional controls needed (Complete action plan)
				S	L	RR	
	Trapped fingers Members of the public		to toilets in small groups to minimise risk of pushing and shoving Teachers to supervise toileting Staff to monitor and discourage use by members of the public whilst in use by schools				
Appliance bay and muster bay	Collision with vehicle Head injury from open vehicle doors Slips and trips	Visitors, Volunteers, Presenters, Staff	Visit leaders and visitors to be informed to stand back against glass partition on hearing fire bells; in muster bay, visitors stand well back Some special needs groups should be removed from appliance bay entirely when fire bells activate All presenters to undertake additional specific training for appliance bay Visitors to be informed of risks on arrival at appliance bay Visitors do not enter appliances Visit sizes limit maximum of 12	4	1	4	
Safeside house - kitchen	Boisterous behaviour; slips, trips, falls Kitchen electrical appliances Trips in garden area	Visitors, Guides, Presenters	Ratio of 1:6 and no more than 12 visitors in house area at more than one time Fuses removed where appliance not in use	1	1	1	Fill in canal and level up

Breakdown of Task (where required)	Hazard/ Risk	Person (s) at risk	Existing control measures	Risk rating			Recommendations/ additional controls needed (Complete action plan)
				S	L	RR	
	Alleyway – danger of trips Electrical appliances Small parts – lounge and bedroom Burnt bedroom – cuts, damage to clothes		Warn visitors of trip hazards but use as learning experience Scenarios not used by under fives Visitors warned not to touch; view room from corridor				Fuses removed where not in actual use
Car outside	Trapped fingers Banged heads		Supervision and verbal warnings Groups no bigger than 6 1:6 staff ratio Presenter shuts door not visitors	4	1	5	
Fireground							
Cold training building							

ACTION PLAN

Recommendations/ Additional Controls Needed	Responsibility	Target Date	Date Completed	Revised Severity	Revised Likelihood	Revised Risk Rating
Yearly evacuation practise and review for each programme	RH	Apr 14				
SB to be retrained on first aid	SB	Jun 14				
New car park signage to differentiate staff, visitor and coach parking	RH	Apr 14				

NOTES

Please use this page to provide additional information, technical references, etc.