



RISK ASSESSMENT FORM

Part A

DEPARTMENT/ SERVICE			The Melton Learning Hub, Burton Road, Melton Mowbray																																											
Assessor/ Person(s) assisting with the assessment		Sarah Cox		DATE	02.07.24																																									
TASK / ACTIVITY (Include duration and frequency of task activity)		Alternative Education Site																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="text-align: center;">Likelihood of Occurrence</th> <th colspan="5" style="text-align: center;">Severity of Outcome</th> </tr> <tr> <th style="text-align: center;">1 Negligible</th> <th style="text-align: center;">2 Slight</th> <th style="text-align: center;">3 Moderate</th> <th style="text-align: center;">4 Severe</th> <th style="text-align: center;">5 Very Severe</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 Very Unlikely</td> <td style="text-align: center;">LOW (1)</td> <td style="text-align: center;">LOW (2)</td> <td style="text-align: center;">LOW (3)</td> <td style="text-align: center;">LOW (4)</td> <td style="text-align: center;">LOW (5)</td> </tr> <tr> <td style="text-align: center;">2 Unlikely</td> <td style="text-align: center;">LOW (2)</td> <td style="text-align: center;">LOW (4)</td> <td style="text-align: center;">LOW (6)</td> <td style="text-align: center;">MEDIUM (8)</td> <td style="text-align: center;">MEDIUM (10)</td> </tr> <tr> <td style="text-align: center;">3 Possible</td> <td style="text-align: center;">LOW (3)</td> <td style="text-align: center;">LOW (6)</td> <td style="text-align: center;">MEDIUM (9)</td> <td style="text-align: center;">HIGH (12)</td> <td style="text-align: center;">HIGH (15)</td> </tr> <tr> <td style="text-align: center;">4 Probable</td> <td style="text-align: center;">LOW (4)</td> <td style="text-align: center;">MEDIUM (8)</td> <td style="text-align: center;">HIGH (12)</td> <td style="text-align: center;">HIGH (16)</td> <td style="text-align: center;">HIGH (20)</td> </tr> <tr> <td style="text-align: center;">5 Very Likely</td> <td style="text-align: center;">LOW (5)</td> <td style="text-align: center;">MEDIUM (10)</td> <td style="text-align: center;">HIGH (15)</td> <td style="text-align: center;">HIGH (20)</td> <td style="text-align: center;">HIGH (25)</td> </tr> </tbody> </table>			Likelihood of Occurrence	Severity of Outcome					1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)	2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)	3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)	4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)	5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)	Persons / groups at risk		
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A	Employees		E	General Public / Pupils																																										
B	New Employees		F	Visitors																																										
C	Contractors / Sub-Contractors		G	Volunteers																																										
D	Young person / Work experience		H	Clients / Service users																																										
<p>Likelihood of occurrence X Severity of outcome = Risk Rating</p> <p>Example:</p> <p>Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)</p>																																														

Part B

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating <small>(refer to chart)</small>	Further action required to eliminate or reduce the risk <small>(who by and Date)</small>	Residual risk rating <small>(refer to chart)</small>
1. Slips, trips and falls - floor and entrance	A-G	1.Unobstructed access to rooms via entrance lobby.		Site induction and adequate supervision. Site walks to	



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		Items stored in office to allow ready, unimpeded, trip free access to desks, shelves, filing cabinets, etc. Computer and other electrical leads are routed safely.	4 4	check that there are no items blocking access or lead to trips and falls.	2 2
2. Inadequate Lighting	A-G	2. All classroom are well illuminated day and night.	2	All windows are re-enforced glass or plastic.	2
3. Falling objects – Items stored in high places	A-G	3. Heavy and bulky items stored are low levels.	2	Site walk to ensure heavy items are stored appropriately	2
4. Manual Handling	A-G	4.. There is no significant regular manual handling. The Office personnel are not required to lift heavy items that are considered likely to cause back injury (<2kg). Occasionally equipment and materials are moved, before such activity a specific manual handling assessment would be undertaken.	4	Request assistance from Manual Handling trained staff for bulky items. Use transport trolleys available.	2
5. Display screen equipment	A-G	4. All users have carried out an initial assessment. The workstations are suitably equipped with adequate lighting, chairs and computers.	2		2



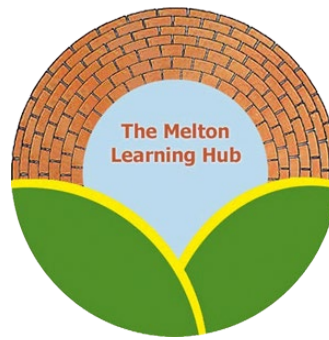
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6. Lone working	A	5. Working alone in the Office does not pose a significant risk. The office is adjacent to other offices. Individuals can report in and out as appropriate. All classrooms are designed “eyes on.”Telephones are readily available to summon aid. Staff operate a whats app group to request assistance. See Lone Working Policy.	4	Building to be locked if staff working alone. Front gates to be locked.Lone working policy to be followed.	2
7. Fire Emergency –personal safety	A-G	6. Suitable fire alarms and emergency arrangements are in place, including regular fire alarm tests. Nearest break glass alarms at adjacent final exits to building. No smoking allowed in building. Paperwork etc kept away from central heating (water) radiators. carbon dioxide fire extinguishers are located around the building. Water extinguisher at final exits to building. Waste bins emptied daily by cleaners.	4 4	Fire policy in place Fire drills once a term Fire alarms tested weekly Fire alarm and extinguishers are part of a service programme Fire lighting meets current standards (up graded 3 years ago) Waste bins moved away from building following site walk.	2 2
8. Electricity – Computers, printer, lights.	A-G	7.All electrical equipment is checked annually by competent contractor (PAT – Portable appliance testing). No electrical	2		2



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		work is undertaken by Office personnel. Printer electrically isolated before dealing with paper jam etc Personal equipment may be used with permission of the Property Services Manager provided it is subject to a PAT before local use.			
9. Free movement within the building of the public	A-G	Fobs are used by all staff to ensure that the students use designated space only Signage for facilities is in place so that the public remain in specific areas. <i>Covid measures have been removed but all items secured for future use if risk returns..</i>	2	COVID risk assessment to be continually reviewed in accordance with Government guidance.	2
10.Procedure in the case of a fire	A-G	All cohorts will be told of fire exits and procedure in the case of a fire. Members of the public will be asked to sign in and supplied with details showing the fire escape routes and congregating location. All staff to familiarise themselves with fire exits and procedure before the event. Two possible exits in the case of fire, both without the need of a key card	2	Level of understanding of cohorts required re: fire procedures. Staff to remain vigilant and ensure that they remain aware of procedures. We have had an additional 3 staff fire marshall trained.	2
12.Protection of Workers	A-G	New CCTV installed and staff restraint		Restraint training has been	

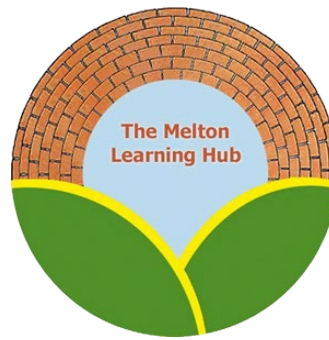


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		trained.	4	completed feb 2024 CCTV policy published. Student risk assessments requested of providers if they show any form of aggression.	2
13.Access within the building	A-G	On the ground floor, no steps or obstacles into the building . The steps around the building are in good condition. Disability access audits have been undertaken for the building there are ramps.	4	Disabled parking space marked and left for relevant member of staff. Access to work have provided suitable equipment for the relevant member of staff. Another member of staff undergone assessment.	2
14. Welfare	A-G	Refreshments will be provided. Toilets are all single person . Gender neutral toilet marked.	2	Fridges and freezers monitored and inspected by fareshare and Samworths.	2
15 . First Aid equipment in place	A-G	The charity has 7 members of staff first aid trained and a St Johns ambulance member of staff. Lead first aider Ruth Barnard.	2	First aid training renewed and Ruth Barnard completed extended course June 2024	2
16. Kitchen	A-G	Kitchen is kept locked when a member of staff is not present	6	All equipment to be PAT tested on a yearly basis . No sharps kept in the kitchen, locked in Managers office. Students to be supervised	



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				whilst cooking with trained staff.	
17. Equipment	A-G	There is a variety of equipment that could cause harm around the site. Tools etc.	4	Tools are locked and stored correctly. Regular checks of site to ensure compliance.	2
18. chemicals and hazardous substances	A-G	COSHH shed for paints COSHH cupboard for cleaners cleaning fluids	4	Additional risk assessments are in place for the use of all products. Beauty uses the same products from the same supplier. Greenline to supply all cleaning products.	2
19 Vehicles and pedestrians	A-G	When vehicles are moved pedestrians are held at the top of the bank of grass. Students are only allowed to enter transport vehicles once they have been moved. Gates are kept locked at all times to prevent vehicles entering freely and presenting a risk to pedestrians whilst classes are running. Limited vehicles are allowed on site.	4	Students are supervised at the start and the end of the day. Students are supervised getting on and off transport Gates are locked to prevent free movement of vehicles whilst lessons are running.	2

Part C



Links to other risk assessments and or safe working instructions - please state			
Name and Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented	Sarah Cox Manager and Health and Safety Trained Officer.		Date 02.07.24
Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks? Please record any changes required and or action taken, then date and sign			
Reviewer Name & Date	R Cornish 02/01/2019	Notes	Review 05.07.22
Reviewer Name & Date	S Cox 24/06/2021	Notes	Sarah was trained this year by VAL to complete the risk assessment
Reviewer Name & Date	01.08.23	Notes	Reviewed no change to building
Reviewer Name & Date	02.07.24	Notes	Additions made re training of staff.