

ACTIVITY RISK ASSESSMENT FORM

TASKS UNDERTAKEN/ACTIVITY ASSESSED: Sportshall

LOCATION: MK Academy

RISK ASSESSMENT REF:	SH1
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HAZARDS IDENTIFIED	PERSON(S) AT RISK Students/staff contractors/visitors	POTENTIAL HARM or LOSS	RISK CONTROL PROCEDURES	Severity	Likelihood	Risk Factor	Acceptable	ADDITIONAL CONTROLS (when Risk factor is > 12)
				(1-5)	(1-5)	(S x L)	Y/N	
Fire	Staff, students, members of the public, contractors and cleaners	Fire, fatality	<p>Eliminate:</p> <ul style="list-style-type: none"> Compartmentalisation of building inherent in design <p>Reduce:</p> <ul style="list-style-type: none"> Waste management in place to remove risk of accidental ignition or arson Systems and equipment maintained and managed to ensure good working order and reduce risk of failure leading to fire <p>Engineering control</p> <ul style="list-style-type: none"> Fire alarm system and call points in place Fire system maintained and monitored by competent persons Fire exits kept clear at all time Fire extinguishers in place and maintained Risers and corridors not used for storage Storage managed to not create further fire hazard Chemicals stored in lie with regulations and best practice Ignition sources identified and controlled <p>Administration control</p> <ul style="list-style-type: none"> Fire risk assessment in place and staff 	5	1	5	Y	

			<ul style="list-style-type: none"> made aware of the outcomes Emergency evacuation plan displayed Students and staff aware of evacuation plan Staff and students trained in evacuation procedure Staff trained and made aware periodically of standard of housekeeping 					
<p>Slips and trips in the Sports Hall</p> <p>Damaged flooring</p> <p>Uneven flooring</p> <p>Poor lighting</p> <p>Trailing cables</p> <p>Bags and coats on floor</p> <p>Spillages</p> <p>Proximity injuries</p>	Staff, students, members of the public, contractors and cleaners	Sprain, strain, fracture, head injury, impact injury, cuts, abrasions,	<p>Eliminate:</p> <ul style="list-style-type: none"> Appropriate flooring installed at design – slip resistant Lockers in place for student storage Appropriate lighting design Cables re-routed <p>Reduce:</p> <ul style="list-style-type: none"> Regular inspections and maintenance of flooring and lighting Uneven or changes in flooring level highlighted Cables covered with cable management systems <p>Engineering control</p> <ul style="list-style-type: none"> Wet floor signage and barriers available to cordon off unsafe areas Appropriate numbers in Sports Hall with correct ratio of students to staff Provide a clear walkway around the room <p>Administration control</p> <ul style="list-style-type: none"> Reporting system in place for any damage to flooring, lighting, cables or for spillages Control the entry and exit of students Students trained in expected code of conduct Students use of room monitored On-going dynamic assessment of hazards throughout occupancy Staff trained and competent to manage lesson 	4	2	8	y	

<p>Falls in the Sports Hall</p> <p>Step stool use</p> <p>Display work at height</p> <p>Opening high level windows</p>	<p>Staff, students, members of the public, contractors and cleaners</p>	<p>Sprain, strain, fracture, head injury, impact injury, cuts, abrasions, fatality</p>	<p>Eliminate</p> <ul style="list-style-type: none"> • Display work assembled at low level • Facilities Team carry out work at height and opening of high level windows <p>Reduce</p> <ul style="list-style-type: none"> • Display work carried out by two persons • Display work completed in areas away from students <p>Engineer</p> <ul style="list-style-type: none"> • Use of window opener from ground level • Area cordoned off if required <p>Administration</p> <ul style="list-style-type: none"> • Training staff in the safe use of stepladders/step stools • Training staff in the safe operation of high level windows 	5	2	10	Y	
<p>Manual handling of items in Sports Hall</p>	<p>Staff, students, members of the public, contractors and cleaners</p>	<p>Sprain, strain, and musculoskeletal injuries</p>	<p>Eliminate</p> <ul style="list-style-type: none"> • Request assistance from Facilities Team for significant manual handling tasks • Move classes to items rather than items to classes where appropriate <p>Reduce</p> <ul style="list-style-type: none"> • Duplication of equipment where possible • Good lighting in place • Flat surfaces over distance to be travelled • Task not carried out in confined spaces to cause twisting <p>Engineer</p> <ul style="list-style-type: none"> • Use of mechanised aids such as trollies • Loads broken down into smaller weights • Distances to move items reduced to as small as possible <p>Administration</p> <ul style="list-style-type: none"> • On-going dynamic assessment of task 	4	2	8	Y	

			<ul style="list-style-type: none"> • Significant manual handling tasks assessed separately • Consider: capacity of the individual, task, distance to travel, environment and weight and size of items to be moved • Staff trained in manual handling techniques • Staff trained in use of trollies • Staff trained in restricted use of students in such tasks 					
<p>Inappropriate or damaged furniture and fixings</p> <p>Unsecured furniture</p> <p>Unsafe furniture</p> <p>Unsafe fixtures</p> <p>Overloaded shelves</p> <p>Hot surfaces</p>	Staff, students, members of the public, contractors and cleaners	Sprain, strain, fracture, head injury, impact injury, cuts, abrasions	<p>Eliminate</p> <ul style="list-style-type: none"> • Appropriate furniture and fixings specified at design level <p>Reduce</p> <ul style="list-style-type: none"> • Appropriate standard of furniture and fixings procured at fit out • Low heat radiators and heaters in use where possible <p>Engineer</p> <ul style="list-style-type: none"> • Furniture and fixings used for purpose procured • Items secured with permanent fixings • No overloading of furniture, shelves or fixings • Items removed from use if damaged • Areas cordoned off if hazardous • Heat protection implemented where necessary <p>Administration</p> <ul style="list-style-type: none"> • On-going dynamic assessment of hazards throughout occupancy • Staff trained and competent to manage lesson and classroom space • Fixings monitored and inspected periodically • Reporting system in place for hazards and damage to be highlighted • Students trained in expected code of conduct • Students made aware of hot surfaces and unsafe areas • Signage used where appropriate to 	3	2	6	Y	

			highlight unsafe area or furniture while awaiting repair if unable to remove					
Damaged or failing electrical supply point or electrical equipment	Staff, students, members of the public, contractors and cleaners	Electrocution, fire, fatality, sprain, strain, fracture, head injury, impact injury, cuts, abrasions	<p>Eliminate</p> <ul style="list-style-type: none"> Equipment only used for designed purpose <p>Reduce</p> <ul style="list-style-type: none"> Equipment procured through approved suppliers to appropriate standard Equipment maintained by competent persons Periodic inspections undertaken by competent persons to agreed standard <p>Engineer</p> <ul style="list-style-type: none"> Unsafe equipment removed or isolated from use <p>Administration</p> <ul style="list-style-type: none"> Staff trained in electrical equipment use Equipment checked before use by staff Reporting system in place for defects Signage put in place in case of unsafe equipment or electrical system Staff competent to manage classroom space Students advised and monitored in use of electrical equipment 	5	1	5	Y	
Damaged or failing equipment	Staff, students, members of the public, contractors and cleaners	Electrocution, fire, fatality	<p>Eliminate</p> <ul style="list-style-type: none"> System designed for use <p>Reduce</p> <ul style="list-style-type: none"> Electrical system and equipment procured through approved suppliers to appropriate standard Electrical system and equipment maintained by competent engineers Periodic inspections undertaken by FM Team <p>Engineer</p> <ul style="list-style-type: none"> Electrical failsafe in place Unsafe equipment removed or isolated from use <p>Administration</p>	5	2	10	Y	

			<ul style="list-style-type: none"> • Equipment checked before use by staff • Reporting system in place for defects • Signage put in place in case of unsafe equipment • Staff competent to manage classroom space • Students advised and monitored in use of equipment 					
Use of Display Screen Equipment	Staff, students, members of the public, contractors and cleaners	Musculoskeletal injuries	<p>Eliminate</p> <ul style="list-style-type: none"> • Only use approved DSE equipment <p>Reduce</p> <ul style="list-style-type: none"> • Regular breaks taken while using Display Screen Equipment <p>Engineer</p> <ul style="list-style-type: none"> • DSE equipment procured through approved suppliers • Appropriate furniture for workstation designed and procured • DSE equipment maintained and tested by competent engineers • Workstation set up in line with DSE regulations <p>Administration</p> <ul style="list-style-type: none"> • DSE users identified • DSE users and staff provided with information on use of DSE equipment • Students provided with information and best practice for use of DSE equipment • DSE users trained in use of DSE equipment • DSE users workstation assessed and risks mitigated • DSE users and students advised on good practice for sight tests 	3	1	3	Y	
Inappropriate environmental conditions Hot Cold Humid	Staff, students, members of the public, contractors and cleaners	Temperature hazards to health, noise related injuries	<p>Eliminate</p> <ul style="list-style-type: none"> • Thermal strategy and environmental controls designed to meet building requirements • Acoustic strategy designed during build phase <p>Reduce</p>	3	2	6	Y	

Noise			<ul style="list-style-type: none"> • Environmental and thermal controls maintained in line with statutory requirements • Equipment maintained to ensure noise reduction • Students trained in code of conduct regarding noise <p>Engineer</p> <ul style="list-style-type: none"> • For local issues fans for cooling and heaters available • Silent area available for specific work <p>Administration</p> <ul style="list-style-type: none"> • Reporting system in place for reporting concerns on environmental issues • Monitoring of temperatures and ventilation in place by competent persons 					
Surface furniture	Staff, students, members of the public, contractors and cleaners		<p>Eliminate</p> <ul style="list-style-type: none"> • Request assistance from Facilities Team for significant manual handling tasks <p>Reduce</p> <ul style="list-style-type: none"> • Duplication of equipment where possible • Good lighting in place • Flat surfaces over distance to be travelled • Task not carried out in confined spaces to cause twisting <p>Engineer</p> <ul style="list-style-type: none"> • Use of mechanised aids such as trollies • Loads broken down into smaller weights • Distances to move items reduced to as small as possible <p>Administration</p> <ul style="list-style-type: none"> • On-going dynamic assessment of task • Significant manual handling tasks assessed separately • Consider: capacity of the individual, task, distance to travel, environment and weight and size of items to be 	3	2	6	Y	

			<ul style="list-style-type: none"> • moved • Staff trained in manual handling techniques • Staff trained in use of trollies • Staff trained in restricted use of students in such tasks • JaBs to check twice on a termly basis that equipment is of a good standard and inform facilities of any problems. • Competent teacher to lead on any movement of equipment. • Clear instructions given to students on handling of equipment 					
Close proximity of walls	Staff, students, members of the public, contractors and cleaners	Abrasions, musculoskeletal injuries	<ul style="list-style-type: none"> • Teacher to set perimeter of playing court and make pupils aware of potential risk. • Staff to monitor students throughout sessions and to remind them of perimeter as necessary 	3	3	9	Y	
Basket Ball Hoop Mechanism	Staff, students, members of the public, contractors and cleaners	Crush injuries	<p>Eliminate</p> <ul style="list-style-type: none"> • Appropriate equipments specified at design level <p>Reduce</p> <ul style="list-style-type: none"> • Equipment only used for designated purpose <p>Engineer</p> <ul style="list-style-type: none"> • Equipment procured through approved suppliers Maintenance by competent person • Visually check integrity and fixings to ensure structurally sound and securely attached <p>Administration</p> <ul style="list-style-type: none"> • Staff trained and competent to operate mechanism • Dynamic Risk Assessment before use for damage • Faults reported to HOD and Facilities • Weekly dynamic assessment to check functionality 	4	1	4	Y	

SEVERITY					LIKELIHOOD				
5	4	3	2	1	5	4	3	2	1
FATAL	MAJOR INJURY	MEDIUM INJURY	MINOR INJURY	TRIVIAL/NO INJURY	LIKELY	PROBABLE	POSSIBLE	REMOTE	HIGHLY UNLIKELY
<i>Fatality - RIDDOR</i>		<i>Major - Fracture/Amputation - RIDDOR</i>		<i>Medium - Significant sprain/Digit fracture/Significant burn - possible RIDDOR</i>		<i>Minor - Minor sprain/Small burn</i>		<i>Trivial/No injury - Scratch</i>	

AUTHORED BY:

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