

School/Professional Support Area:	Centre for Lifelong Learning	Location: (Site/ Building/ Room)	Graham Hills (east) levels 7, 3, 2.
Assessment Date:	22/04/2024	Review Date:	
Assessors Name:	Claire Hill	Job Title:	Operations Manager/Departmental Safety Co-ordinator
Task: Risk assessment for the learners attending CLL short courses on campus			

What are the hazards? (See list of sample hazards)	Who might be harmed? (e.g. Staff, students, visitors)	What are the risks	Are the following control measures in place to eliminate or reduce the risks?	Yes/ No	Corrective actions required	Risk Evaluation			Risk Rating
						Severity (1 – 5)	Likelihood (1 – 5)	Overall risk (S x L)	Low, Medium or High
SLIPS AND TRIPS	Staff, students and others using classrooms/social areas.	Trips over chairs, other furniture and items, trailing cables across walkways. Unnecessary delay in evacuation from the room as a result of obstructions to means of escape.	Awareness amongst individuals, particularly those supervising activities within the room(s) of good housekeeping practices. Standard layout of room (specified in document displayed in each teaching room) and returned to order. Sufficient storage space, particularly for items when not in use. Routine housekeeping checks, including condition of floor coverings. Where possible trailing cables arranged to not run across walkways. All areas well lit, including stairs. Any damaged floor coverings reported and made safe/repaired. Any redundant/broken furniture or equipment removed from area.			3	2	6	M

What are the hazards? (See list of sample hazards)	Who might be harmed? (e.g. Staff, students, visitors)	What are the risks	Are the following control measures in place to eliminate or reduce the risks?	Yes/No	Corrective actions required	Risk Evaluation			Risk Rating
						Severity (1 – 5)	Likelihood (1 – 5)	Overall risk (S x L)	Low, Medium or High
SPILLAGES ON FLOOR SURFACES	Staff, students and others using the room(s).	People slipping on liquid spillages from water or drinks purchased from drinks machine or liquids brought in users' own containers.	Ensure availability of lids for cups from drinks dispensing machine. Any spillages seen or reported should be cleaned up promptly.			3	2	6	M
EXCEEDING ROOM CAPACITY	Staff, students and others using the room(s).	Delay in safe evacuation from the room(s). Unable to use the room(s) safely due to overcrowding.	Capacity of room(s) established prior to timetabling and adhered to for maximum enrolments set up on booking system. Room capacity documented and displayed in each room. Any potential change of use or desired increase in occupancy checked prior to proceeding.			2	2	4	L
MANUAL HANDLING	Those undertaking manual handling and in the immediate vicinity	Musculoskeletal injuries through poor manual handling techniques, exceeding physical capabilities etc and other injuries through the dropping of loads etc	Individual awareness of safe manual handling techniques. Compulsory manual handling training for all staff. Significant manual handling activities undertaken by appropriate staff/contractor (eg portering squad).			2	3	6	M
VIOLENCE AND AGGRESSION	Staff/students exposed to such situations	Staff/students exposed to potentially confrontational situations and experiencing aggressive or violent behaviour towards them.	Staff awareness of recognising situations, diffusing techniques, actions to take, and the reporting of incidents to investigation and follow up actions where necessary.			1	3	3	L
ART EQUIPMENT (EASELS)	Those using the work equipment and others within the room(s).	Incorrect handling or setup of easels resulting in injury. Broken easels resulting in injury when handling/attempting setup	Appropriate levels of awareness of the safe use of easels from tutor instruction, and tutor supervision to ensure safe use. Work equipment subject to appropriate levels of maintenance. Broken easels immediately taken out of use.			3	2	6	M

What are the hazards? (See list of sample hazards)	Who might be harmed? (e.g. Staff, students, visitors)	What are the risks	Are the following control measures in place to eliminate or reduce the risks?	Yes/No	Corrective actions required	Risk Evaluation			Risk Rating
						Severity (1 – 5)	Likelihood (1 – 5)	Overall risk (S x L)	Low, Medium or High
ART EQUIPMENT (ELECTRIC KILN)	Those using the work equipment and others within the room(s).	Incorrect use of equipment by unauthorised user resulting in heat burns or cuts from sharp ceramics.	Kiln room always locked when not in use and only accessible by staff and designated Kiln Operator. Kiln is subject to separate RA and SSOW.			1	3	3	L
WORKING AT HEIGHT / ITEMS STORED AT HEIGHT	Those working at height and anyone below items at height.	Falls whilst working at height to access storage areas. Items stored at height not securely positioned and falling to ground.	Avoid storing items at height wherever possible. If necessary, store only light objects on high shelves. Ensure suitable ladders/steps available. Carry out a 'pre-use' check to spot any obvious visual defects to make sure the ladder is safe to use. Awareness of safe working at height techniques. Sufficient space around areas where work at height and others kept away from vicinity whilst taking place. Items securely positioned when stored at height including suitable shelving systems.			2	2	4	L
FIRE	Staff and students	Risk of injury from fire or smoke if trapped in CLL teaching and working areas.	CLL working areas covered by regular fire safety checks. Periodic fire drills. Regular departmental fire evacuation process refresher sessions. Regular departmental evacuation chair process refresher sessions. CLL tutors provide fire safety brief as induction to every class.			1	3	3	L

What are the hazards? (See list of sample hazards)	Who might be harmed? (e.g. Staff, students, visitors)	What are the risks	Are the following control measures in place to eliminate or reduce the risks?	Yes/ No	Corrective actions required	Risk Evaluation			Risk Rating
						Severity (1 – 5)	Likelihood (1 – 5)	Overall risk (S x L)	Low, Medium or High
			<p>PEEPs arranged in advance and communicated to all parties where required.</p> <p>Fire safety information and instruction available in all teaching rooms.</p> <p>Fire doors kept closed at all times.</p>						

LIKELIHOOD DESCRIPTION	RATING	SEVERITY DESCRIPTION
Highly Probable	5	Death (R*)
Probable	4	Specified Injury (R*)
Possible	3	Unfit for Normal Duties for More Than 7 Days (R*)
Unlikely	2	Unfit for Normal Duties for Less Than 7 but More Than 3 Days
Highly Unlikely	1	Minor Injury

OVERALL RISK (Based on Likelihood X Severity)						
		SEVERITY INDEX				
		1	2	3	4	5
LIKELIHOOD	5	5-MED	10-MED	15-HIGH	20-HIGH	25 -EXTREME
	4	4-LOW	8-MED	12-HIGH	16-HIGH	20-HIGH
	3	3-LOW	6-MED	9-MED	12-HIGH	15-HIGH
	2	2-LOW	4-LOW	6-MED	8-MED	10-MED
	1	1-LOW	2-LOW	3-LOW	4-LOW	5-MED

OVERALL RISK	DESCRIPTION
1-4 LOW	Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes
5-10 MEDIUM	Medium risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.
12-20 HIGH	High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.
25 EXTREME	Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence