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# Health & Safety Action Plan

# (Health and Safety Risk Assessment)

School Address

**Green Lane Community Special School**

**Woolston Learning Village**

**Holes Lane**

**Woolston**

**WA1 4LS**

**Client Contact:**

**Mr Paul King**

**Headteacher**

**Visit Date:**

**18th January 2017**

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**Section 1 - Executive Summary**

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| Part 1 | **Client Details** |
| **Areas Assessed** | Ground floor classroomsFirst floor classrooms incl. IT suite, Cookery room and science lab.KitchenMain HallCommunal toiletsSchool officeMedical roomSensory roomStaff roomCommunal corridors & staircasesPlant roomExternal playgrounds |
| **Areas Not Accessible** | Roof Voids |
| **Main Strengths** | Modern Building - well maintainedExtremely tidy work areasSuccessful staff training programme including a team of in-house trainersClear communications with staff through Senior Leadership Team.H&S files Committee Meetings - termly |
| **Health and Safety Management** | Emergency systems and equipment are maintained by an external company. The fire alarm system is linked to Foxwood School and the sixth form centre, which carry out regular fire drills encompassing a full site evacuation should any alarm be activated.It is also important that all staff become aware of their health and safety responsibilities. Staff receive appropriate information through the Employee handbook and H&S induction processes.There are currently 70 members of staff working at the school, including teaching staff, administrators and midday assistants, with approximately 150 pupils (max capacity 170) aged from 5-16 years. Regular visitors to the school include therapists, medical workers, musical & sports teachers.The school sits on a secure site adjacent to another school, Foxwood School. There is sufficient parking for staff & visitors, including Disabled Parking bays at the front of the building. The school is built on two levels with dual staircases and a lift providing easy access from ground to first floor. There are disability refuge areas located at the top of each staircase, with emergency Evac chairs in situ.The communal corridors are of sufficient width to allow ease of travel through the school without risk of injury to those with physical disabilities. Ground floor classrooms are occupied by younger pupils and the senior pupils are generally based on the first floor.The school owns 3 x Minibuses and provide training to the staff responsible for driving the vehicles on school business.On a daily basis the school Head teacher delivers morning safety briefings to all staff. The senior Leadership Team meet weekly with H&S discussed as an agenda item. There is a H&S committee established at the school that meet on a half-termly basis and feed in their findings to Governor meetings. |
| **Date of Visit and Type** | 18/01/17 Annual Review | **Dates of Previous Visits** | 17/03/16 Initial visit |

**Part 2 – Health, Safety and Fire Matters Requiring Immediate Attention**

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| **Ref** | **Item** |
|  | No such matters were identified as requiring immediate attention. |

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**Section 2 - Health, Safety and Fire Action Plan**

**Health and Safety**

| **Ref** | **Action** | **Priority** | **Client Comments** |
| --- | --- | --- | --- |
| **Workplace Health and Safety** |
| **1.1** | **Contractors** |  |  |
|  | The required control/preventative measures are in place.A majority of work required is arranged through Manchester Working. The selected Maintenance Companies carry out repairs as required within the school. Maintenance log is retained on the premises to show what work has been reported by staff or corrected although there is a traceability through (sent) emails.The Health and Safety committee review health and safety notification documents during their meetings to identify if additional control measures are required or if further work is required to remove on-going hazards. | n/a |  |
| **1.2** | **Control of Hazardous Substances** |  |  |
|  | The cleaning products are stored in a secure cupboard, with keys held by the school maintenance Officer and dedicated cleaners. The product safety data sheets are available, along with the associated COSHH assessments as written for the storage and use of products. | n/a |  |
| **1.3** | **Display Screen Equipment** |  |  |
|  | Display screen assessments have beencarried out for all staff using computers for more than an hour per day. There is an in-house assessor responsible for carrying out the DSE assessments on an on-going basis.Staff have been issued with an staff H&S handbook which includes safety information to set up workstations suitably. | n/a |  |
|  | Habitual DSE users are offered free eye tests – it is not mandatory for people to accept the tests.  | n/a |  |
| **1.4** | **Electrical Safety** |  |  |
|  | The main electrical testing certificate is stored in the school Hand-over pack as supplied to the school when opened in 2013. There is a copy in the H&S file, stored in the HT’s office.Additional Minor Installation reports are held in the SM0 files appropriate for work carried out in the staff offices (15/05/15 & 21/07/15) and the IT suite (26/10/15).Retest is due in 2018. | n/a |  |

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|  | Additional electrical sockets have been installed in classrooms since the last audit, removing the extensive use of multiple adaptors.  |  |  |
| **1.5** | **First Aid and Accidents** |  |  |
|  | The required safety measures are in place.There is a fully stocked first aid kit available in the medical room with all contents in date. There is a compliant accident record book in the School Office. The Head teacher is responsible for reporting accidents on the online reporting system.There are 4x 1st aiders on site and 4 x paediatric trained staff. A majority of staff are Epic-pen trained and the school has access to a paediatric nurse through the school day. There is a defibrillator held in the medical room which is checked on a monthly basis. | N/a |  |
| **1.6** | **Gas Safety** |  |  |
|  | The required safety measures are in place.The Plant Room Gas Installation and Boilers are maintained by Manchester Working on an annual basis (last service/inspection 09/08/16). The gas boilers are next due to be serviced on 11/03/17. | N/a |  |
| **1.7** | **Off-Site Safety** |  |  |
|  | On an annual basis you should examine and photocopy relevant driver documents (such as insurance documents and driving licenses). If staff members use their own vehicles whilst carrying out school business, their insurance cover must include business use. Mini-bus training has not been carried out over the last 12 months and there are a number of new staff at school who may need to attend training. The Head Teacher is currently looking for an external trainer to carry out suitable training such as MIDAS training.Ensure only trained persons or those with a suitable licence are permitted to drive the minibuses. | Med(GP) |  |
| **1.8** | **Workplace Safety (Incl. Slips and Trips)** |  |  |
|  | The school premises are inspected daily by the MO and termly by the H&S Committee members. Annually the H&S Governor carries out a full inspection (summer term). All inspections are formally recorded. |  |  |

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| 1.9 | **Work Equipment** |  |  |
| 1.9/Bl/17 | There is a variety of equipment in the school that is regularly maintained, though not all current inspection records were available for review during the visit. I was advised that the following items are regularly inspected and maintained:* The Passenger lift – last serviced 29/11/16
* Passenger lift Thorough Examination Assessment (TEAT) - TBC
* Lifting Hoists TEAT - TBC
* Lightning Protection system - TBC
* Electric Cookers ( Food Technology) -TBC
* Mini-buses Servicing & TEAT - TBC
* Air exchange Unit - TBC
* Sensory room equipment Inspection - TBC
* Playground equipment Inspection - TBC
* Gym equipment Inspection - TBC

Ensure all inspection records & test certificates are stored in a central file that can be referred to easily. Produce a schedule to show when equipment was last inspected or serviced and when next inspections are due. | Med(SP) |  |
| 1.9/B2/17 | There are a number of standing frames located in groundfloor classrooms. There are currently no recorded checks to show that the wheels are being inspected or maintained.You are advised to implement a formal procedure for staff to carry out visual checks of standing frames on a weekly basis. The checks would highlight potential failures to the equipment, such as loose wheels and obstructions in the wheels that would create unstable structure when item is in use. Provide a training session to staff and ensure that these checks are recorded for future reference. Any failures must be reported immediately to the maintenance officer. | Med(GP) |  |
| **1.10** | **Risk Assessment** |  |  |
| 1.10/A1/171.10/B1/17 | On the staff Y: drive there are a variety of completed risk assessments available. It is understood that staff are informed of where to find risk assessments during their initial school induction.All risk assessments should be reviewed to ensure they are still appropriate and sufficient. If the assessments are to remain on the Y: drive a Risk Assessment folder should be set-up with sub folders allocated to specific tasks such as classrooms, maintenance, office etc. These activity risk assessment should not be confused with pupil-specific assessments of External Visit assessments.When risk assessments have been written obtain signatures from all staff to show that they are aware of the hazards and control measures. | Med(SP) |  |

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| **1.11** | **Manual Handling** |  |  |
|  | The required safety measures are in place.There is an in-house Manual Handling trainer who maintains staff training records on an 18 month to 2 year basis (depending on needs). All trained staff are provided with identification cards to show their status of training.The Manual Handling assessments and associated safe systems of work are written & maintained by an in-house assessor. Hazards and control measures associated with moving people and equipment are identified in the assessments. | N/a |  |
| **1.12** | **New and Expectant Mothers** |  |  |
|  | When necessary, complete a ‘New and Expectant Mothers Risk Assessment’ which needs to take account of work which could involve risks to the health and safety of new or expectant mothers and their babies. Complete the risk assessment for roles where staff have given notice of pregnancy, has given birth within the last six months or is breastfeeding. | n/a |  |
| **1.13** | **Training** |  |  |
| 1.13/A1/17 | The H&S training records are currently stored on the SIMS system and individual certificates filed in personnel files. The HT reviews staff training before the end of the school year, in preparation for the start of the following school year.A revised Employee Health and Safety Handbook has been provided detailing safe working procedures in the school environment. All staff members are issued with a copy of the Health and safety handbook along with verbal instruction relating to H&S Controls specific to their H&S responsibilities, during induction.It is recommended that a training matrix is produced to show an overview of staff trained in H&S topics such as Fire Warden, 1st Aid, Manual Handling, DSE etc. Pull together individual training certificates for staff in addition to records held by your in-house trainers. | Med(SP) |  |
| **1.14** | **Young Persons** |  |  |
|  | The required control/preventative measures are in place.No persons below the age of 18 are currently employed in the school. | n/a |  |

**Section 3 – Health and Safety Risk Assessment**

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| **1.1** | **Contractors** | **Risk Rating** | **2** | **Tolerable** |
| **Hazard** | Unsafe work practices by contractors |
| **People Exposed To Hazard** | Contractors, employees and others who may be affected.  |
| **Area Where Hazard Present** | Where contractors are working |
| **Severity Of Injury** | 2 |
| **Likelihood Of Injury** | 1 |
| **Specific Legislation** | The Health and Safety At Work etc. Act 1974, Sections 2 and 3 the Management of Health and Safety At Work Regulations 1999, Regulation 3, 11 and 13 |

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| **Control / Preventative Measures** | Compliance with Standard |
| Action Plan Ref |  | Yes | No |
| **A.** | **The competence of contractors has been appraised. Those who meet the required standard are approved and given written authorisation. Their performance is monitored and their competence is reviewed annually.****Comment**: Contractors are appraised by Manchester Working and any remedial work is arranged via email through the School Maintenance Officer.  | ✓ |  |
| **B.** | **Safety documentation is exchanged with contractors and this includes site rules and emergency arrangements.** | ✓ |  |

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| **1.2** | **Control of Hazardous Substances (COSHH)** | **Risk Rating** | **2** | **Tolerable** |
| **Hazard** | Exposure to hazardous substances |
| **People Exposed To Hazard** | Employees and contractors using hazardous substances and others who may be exposed to them.  |
| **Area Where Hazard Present** | Where hazardous substances are stored and used |
| **Severity Of Injury** | 2 |
| **Likelihood Of Injury** | 1 |
| **Specific Legislation** | Control of Substances Hazardous to Health Regulations 2002 |

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| **Control / Preventative Measures** | Compliance with Standard |
| Action Plan Ref |  | Yes | No |
| **A.** | **There is an inventory of hazardous substances and processes, and hazard data sheets are available.****Comment**: General domestic Cleaning products being used, but no assessments have been reviewed. | **✓** |  |
| **B.** | **Hazardous substances and processes are assessed, and where possible eliminated, or substituted with a less hazardous alternative. Where this is not possible, the control measures identified in the assessment are implemented. Assessments are regularly reviewed.** | **✓** |  |

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| 1.3. Display screen equip. | **Risk Rating** | Tolerable | 3 |
| **Hazard** | Inadequately designed and maintained workstations/equipment. Long term repetitive work. |
| **People Exposed To Hazard** | Employees using DSE |
| **Area Where Hazard Present** | Where DSE is used, in office and at home |
| **Severity Of Injury** | Lost time injury |
| **Likelihood Of Injury** | Quite possible |
| **Specific Legislation** | Health and Safety (Display Screen Equipment) Regulations 1992, Regulations 2 to 7 |

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| Summary Of Control / Preventative Measures | Compliance With Standard | Priority  |
|  |  | Yes | No |  |
| **A)** | **Workstations are assessed taking account of the task, equipment, individual and environment. Any remedial action identified is implemented. Assessments are reviewed regularly.** Inadequate controls are in place. | 🗸 |  |  |
| B) | **There is an eye test scheme in operation for DSE users.**Inadequate controls are in place. | 🗸 |  |  |
| **C)** | **Chairs used for DSE work are suitable for the work, fully adjustable and are maintained regularly.**The required controls / preventative measures are in place. | 🗸 |  |  |

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| **1.4** | **Electrical Safety** | **Risk Rating** | **3** | **Tolerable** |
| Hazard | Defective fixed electrical system as a result of inadequate installation, lack of maintenance or damage. Live un-insulated conductors in electrical systems  |
| People Exposed To Hazard | Employees, contractors and visitors |
| Area Where Hazard Present | Areas where electrical systems are used  |
| Severity Of Injury | 3 |
| Likelihood Of Injury | 1 |
| Specific Legislation | The Electricity at Work Regulations 1989, Regulation 4 |

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|  | Compliance with Standard |
| Action Plan Ref |  | Yes | No |
| **A.** | **A competent electrician (IEE qualified) installs, examines, and where necessary, tests the fixed electrical system and portable appliances to the standard and intervals, specified by the IEE.**  | ✓ |  |
| **B.** | **Remedial work following the examination/test is carried out within specified timescales and/or the relevant parts of the system/appliances are isolated or otherwise made safe.** | ✓ |  |
| **C.** | **The competent person provides a specific risk assessment and method statement, which includes isolation and re-energising, before commencing work.** |  | N/A |
| **D.** | **Electrical equipment is free from physical defects / damage.** | ✓ |  |
| **E.** | **Defective appliances and leads are removed from use and kept secured until they can be repaired or removed from the site.** | ✓ |  |
| **F.** | **Electrical distribution system is enclosed and access prevented to unauthorised personnel. Boxed enclosure is adequately labelled, fire proof and maintained locked at all times.** | ✓ |  |
| **G.** | **Sufficient numbers of additional power sockets are installed to eliminate the use of extension leads. The use of extension leads is only permitted as a temporary measure.** | ✓ |  |
| **H.** | **Rubber matting to BS 921 provided in front of control cabinet access points.** | N/A |  |

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| **1.5** | **First Aid & Accidents** | **Risk Rating** | **3** | **Tolerable** |
| **Hazard** | Injury due to inadequate first aid facilities or treatment |
| **People Exposed To Hazard** | Employees, Tenants, Contractors, Tenants, Visitors |
| **Area Where Hazard Present** | Whole of site |
| **Severity Of Injury** | 2 |
| **Likelihood Of Injury** | 1 |
| **Specific Legislation** | Health and Safety (First Aid) Regulations 1981.Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 |

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| **Control / Preventative Measures** | Compliance with Standard |
| Action Plan Ref |  | Yes | No |
| **A.** | **A suitable number of trained first aiders have been trained and appointed.****Comment:** Adequate Control measures are in place. | ✓ |  |
| **B.** | **First aid boxes are provided and kept fully stocked through routine checking.****Comment:** Adequate Control measures are in place | ✓ |  |
| **C.** | **Eye wash stations are provided where necessary.** | N/A |  |
| **D.** | **Accidents and incidents are reported, recorded, notified, and investigated as necessary to prevent recurrences.** | ✓ |  |

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| 1.6. Gas safety | **Risk Rating** | Tolerable | 3 |
| **Hazard** | Inadequately installed or maintained fixed gas installation or gas appliances and/or LPG appliances and fittings. Incorrect use of LPG appliances and fittings. Inadequately stored LPG cylinders |
| **People Exposed To Hazard** | Employees, Contractors, Public |
| **Area Where Hazard Present** | Where gas is provided or used |
| **Severity Of Injury** | Multiple fatalities |
| **Likelihood Of Injury** | Possible |
| **Specific Legislation** | Gas Safety (Installation and Use) Regulations 1994 and 1998, Regulations 35 and 36 |

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| Summary Of Control / Preventative Measures | Compliance With Standard | Priority  |
|  |  | Yes | No |  |
| **A)** | **The gas installation, appliances and/or LPG appliances and fittings are installed and maintained regularly by Gas Safe registered fitters and any remedial work identified during maintenance is actioned.**Adequate controls are in place. | 🗸 |  |  |
| **B)** | **A gas safety check is carried out annually by a Gas Safe registered fitter where there is rented residential property and record of the findings is given to tenants. Any remedial work identified is actioned within the specified time limits.**Adequate controls are in place. | 🗸 |  |  |
| **C)** | **Employees have received gas safety training, including location of the isolation valve and the action to take in emergency.**Adequate controls are in place. | 🗸 |  |  |
| **D)** | **Gas pipes are clearly identified where people may be exposed to the contents.**The required control/preventative measures are in place. | 🗸 |  |  |

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| 1.7 Off site working | **Risk Rating** | Moderate | 2 |
| **Hazard** | Traffic accidents whilst travelling to client sites. Exposure to hazards at client sites. |
| **People Exposed To Hazard** | Employees |
| **Area Where Hazard Present** | Client site / whilst driving |
| **Severity Of Injury** | Major injuries |
| **Likelihood Of Injury** | Quite possible |
| **Specific Legislation** | Management of Health and Safety at Work Regulations 1999, Regulation 4 |

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| Summary Of Control / Preventative Measures | Compliance With Standard | Priority  |
|  |  | Yes | No |  |
| A) | **A competent person plans employee journey times to minimise the effects of excessive periods of travelling.** Adequate controls are in place. | 🗸 |  |  |
| **B)** | **Drivers on company business are assessed and control measures are introduced to minimise the risks of injury. Drivers receive instructions on these measures. The assessments are reviewed annually and/or when circumstances change.**In-adequate controls are in place. |  | 🗸 |  |
| **C)** | **Employees visiting client sites receive training so they can identify hazards and take appropriate action to minimise the risk of injury.** Adequate controls are in place. | 🗸 |  |  |

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| **1.8** | **Workplace Safety** | **Risk Rating** | **2** | **Tolerable** |
| **Hazard** | Inadequately organised or maintained workplaces. Head and chest height obstructions. |
| **People Exposed To Hazard** | Employees, residents, contractors and visitors |
| **Area Where Hazard Present** | All common areas |
| **Severity Of Injury** | 2 |
| **Likelihood Of Injury** | 1 |
| **Specific Legislation** | Health and Safety at Work etc. Act 1974, Sect 2 and 3Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 5 , 10, 17 |

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|  | Compliance with Standard |
| Action Plan Ref |  | Yes | No |
| **A.** | **Workplaces are well organised to allow people to circulate safely and for employees to carry out their tasks safely and comfortably.** | ✓ |  |
| **B.** | **Workplaces are free from permanent obstructions, particularly at head/chest height and below knee level. Where obstructions cannot be avoided they are padded, clearly highlighted using hazard warning tape and hazard warning signs in conspicuous positions.** | ✓ |  |
| **C.** | **Slip and trip hazards are identified and adequate control measures are introduced to minimise the risk of injury.**  | ✓ |  |
| **D.** | **Secure and substantial handrails are provided on stairs and where there are more than two steps, and all open sided staircases are fenced.**  | ✓ |  |
| **E.** | **Goods and materials are stored in such a way that they will not fall onto people below.** | ✓ |  |
| **F.** | **Windows and transparent or translucent surfaces in walls/partitions which are vulnerable to breakage are of adequate thickness, made of a safety material or otherwise protected, and are conspicuously marked.** | ✓ |  |
| **G.** | **All manually operated and/or power assisted doors and gates are adequately constructed and maintained to minimise the risk of injury through their use.**  | 🗸 |  |
| **H.** | **Satisfactory standards of workplace temperature, lighting, ventilation and cleanliness are maintained and problems are resolved promptly upon notification.** | 🗸 |  |
| **I.** | **Satisfactory facilities are provided and include adequate toilet and washing facilities, rest and eating facilities, provision of drinking water and facilities to change outdoor clothing.**  | 🗸 |  |
| **J.** | **Physical safeguards are in place around the site to reduce the likelihood of unauthorised access.** | 🗸 |  |
| **K.** | **Appropriate safety signs are prominently displayed and regular checks are made to ensure they are present.**  | 🗸 |  |
| **L.** | **Classroom equipment and materials are stored so as not to cause injury to pupils.** | 🗸 |  |

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| **1.9** | **Work Equipment** | **Risk Rating** | **2** | **Moderate** |
| **Hazard** | Inadequately installed or maintained work equipment  |
| **People Exposed To Hazard** | Employees and contractors |
| **Area Where Hazard Present** | Where work equipment is present |
| **Severity Of Injury** | 2 |
| **Likelihood Of Injury** | 1 |
| **Specific Legislation** | Provision and Use of Work Equipment Regulations 1998, Regulation 4, 5, 6, 7, 10, 14 -18 |

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| **Control / Preventative Measures** | Compliance with Standard |
| Action Plan Ref |  | Yes | No |
| **A.** | **Work equipment used on site is fit for purpose and product safety requirements are considered when choosing new equipment. New equipment is installed by a competent person and commissioned before use.**  | 🗸 |  |
| **B.** | **Work equipment is maintained, and where necessary inspected, by competent employees / contractors in accordance with a maintenance schedule. The frequency of maintenance is determined for each item.** Inadequate control measures |  | 🗸 |
| **C.** | **Work equipment is provided with suitable controls to start, stop and change speed. Emergency stop controls are conspicuous, easily accessible and clearly marked. There are suitable means to isolate the equipment from its source of energy.** | N/A |  |
| **D.** | **Physical guards and/or other protective devices are provided, maintained in good working order and routinely checked to ensure they continue to provide the necessary protection.**  | N/A |  |

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| **1.10** | **Risk Assessments** | **Risk Rating** | **2** | **Moderate** |
| **Hazard** | Employees being exposed to unacceptable property hazards due to the inadequate assessment of risk. |
| **People Exposed To Hazard** | Employees |
| **Area Where Hazard Present** | All areas |
| **Severity Of Injury** | 2 |
| **Likelihood Of Injury** | 1 |
| **Specific Legislation** | Management of Health Safety and Welfare Regulations 1999, Regulation 4 |

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| **Control / Preventative Measures** | Compliance with Standard |
| Action Plan Ref |  | Yes | No |
| **A.** | **Activity risk assessments have been identified and carried out for all tasks performed by employees.** |  | 🗸 |
| **B.** | **Adequate arrangements are in place to review activity risk assessments on an annual basis or when circumstances change.** |  | 🗸 |

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| **1.11** | **Manual Handling** | **Risk Rating** | **3** | **Tolerable** |
| **Hazard** | Handling heavy items incorrectly or repetitively handling items. |
| **People Exposed To Hazard** | Employees |
| **Area Where Hazard Present** | *None* |
| **Severity Of Injury** | 2 |
| **Likelihood Of Injury** | 1 |
| **Specific Legislation** | Manual Handling Operations Regulations 1992, Regulation 4 |

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| **Control / Preventative Measures** | **Compliance with Standard** |
| **Action Plan Ref** |  | **Yes** | **No** |
| **A.** | **A competent person identifies all lifting and carrying tasks performed by employees and where possible, those tasks that present a significant risk of injury are eliminated or mechanised.**Adequate Control measures are in place. | 🗸 |  |
| **B.** | **Lifting and carrying tasks which cannot be eliminated or mechanised, are assessed. The control measures identified are implemented. The assessments are reviewed regularly and/or when circumstances change.**Adequate control measures are in place. | 🗸 |  |

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| **1.12** | **New and Expectant Mothers** | **Risk Rating** | **3** | **Tolerable** |
| **Hazard** | Work activities which could lead to ill health in the mother/unborn child |
| **People Exposed To Hazard** | Employees who are new or expectant mothers |
| **Area Where Hazard Present** | Areas where new and expectant mothers work  |
| **Severity Of Injury** | 2 |
| **Likelihood Of Injury** | 1 |
| **Specific Legislation** | Management of Health and Safety at Work Regulations 1999, Regulation 16 |

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| **Control / Preventative Measures** | **Compliance with Standard** |
| **Action Plan Ref** |  | **Yes** | **No** |
| **A.** | **A competent person carries out a risk assessment in consultation with new and expectant mothers, to identify work activities which could involve risks to their health and safety.** **Following the risk assessment, control measures are implemented and essential changes to working practices/facilities are introduced. Routine checks are made to ensure the risk reduction measures remain effective.** | 🗸 |  |

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| **1.13** | **Training** | **Risk Rating** | **2** | **Tolerable** |
| **Hazard** | Employees not received adequate training to ensure they can undertake their work activities safely and competently. |
| **People Exposed To Hazard** | Employees |
| **Area Where Hazard Present** | All areas |
| **Severity Of Injury** | 2 |
| **Likelihood Of Injury** | 1 |
| **Specific Legislation** | Management of Health and Safety at Work Regulations 1999, Regulation 13 |

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| **Control / Preventative Measures** | **Compliance with Standard** |
| **Action Plan Ref** |  | **Yes** | **No** |
| **A.** | **A training programme is in place, implemented and comprehensive training records are available.** **(Training covers general health and safety issues as well as activity specific health and safety training).**Inadequate control measures |  | 🗸 |

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| **1.14** | **Young Persons** | **Risk Rating** | **3** | **Tolerable** |
| **Hazard** | Young persons being exposed to risks to their health and safety. |
| **People Exposed To Hazard** | Employees |
| **Area Where Hazard Present** | All areas |
| **Severity Of Injury** | 2 |
| **Likelihood Of Injury** | 1 |
| **Specific Legislation** | Management of Health and Safety at Work Regulations 1999, Regulation 19 |

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| **Control / Preventative Measures** | **Compliance with Standard** |
| **Action Plan Ref** |  | **Yes** | **No** |
| **A.** | **Individual young persons risk assessments are completed before they start work to ensure they are protected from any risks to their health and safety.** **The controls measures identified by the young persons’ risk assessments are implemented, and if after implementing these controls a significant risk remains, the young person does not carry out this work.**  | 🗸 |  |

**Protocol**

**Health and Safety**

**Introduction**

The fundamental cornerstone of an organisation’s health and safety arrangements is the identification of potentially hazardous areas and activities together with the health and safety risks to people involved in each of those areas and activities, having regard to health and safety law(Management of Health and Safety at Work Regulations 1999, Regulation 3).

Risk assessment is the process whereby hazards are identified on site. The likelihood of the hazard resulting in harm is then assessed for each of the hazards. The rating of risk can then be used to prioritise controls which will reduce the risk of injury to a tolerable level.

Once the hazards have been identified, the first consideration is to determine whether it is possible to remove the hazard completely. Where it is not possible to remove the hazard then it must be controlled.

The following steps detail the HSinCare risk assessment process.

**Step 1 – Health And Safety Risk Assessments**

Your health and safety consultant will identify the health and safety hazards on site and which health and safety risk assessments will be needed. These will then be completed for the property.

For each hazard, your consultant has created control standards and during the risk assessment process, your health and safety consultant will make judgements as to how far you are complying with them; these judgements will based on:

* physical observation;
* evaluation of safety documentation; and
* discussions with key personnel.

Where your health and safety consultant considers the existing controls on site to be inadequate, you will receive risk improvement advice. (See Section 2 - Health and Safety Action Plan).

**Step 2 – Evaluate The Risks And Decide On Precautions**

The next step is for your Health and Safety Consultant to determine the likelihood of injury / adverse occurrence and the likely severity of injury (in terms of harm) for each risk assessment. These will be expressed in scores, which will then be multiplied together to arrive at the risk rating. (Refer to table below).

By risk rating in this way, resources may be targeted in the right areas.

|  |  |
| --- | --- |
| **Likelihood of Injury / Adverse Occurrence** | **Classification of Health and Safety Risk****Likely Severity of Injury** |
|  | **Slight Harm (1)** | **Moderate Harm (2)** | **Extreme Harm (3)** |
| **Low (Unlikely) (1)** | Trivial Risk (1) | Tolerable Risk (2) | Moderate Risk (3) |
| **Medium (Possible) (2)** | Tolerable Risk (2) | Moderate Risk (4) | Substantial Risk (6) |
| **High (Likely) (3)** | Moderate Risk (3) | Substantial Risk (6) | Intolerable Risk (9) |

For example:

Likelihood of Injury / Adverse Occurrence = 2 Likely Severity of Injury = 3 Risk Rating = 6 (Substantial Risk).

Definitions of the above terms are as follows:

Likelihood of Injury / Adverse Occurrence

**Low**: Unlikely chance of injury / illness / adverse occurrence.

**Medium**: Possible chance of injury / illness / adverse occurrence.

**High**: Likely chance of injury / illness / adverse occurrence.

Likely Severity of Injury

**Slight Harm**: Adverse occurrence unlikely to result in serious injury.

**Moderate Harm**: Adverse occurrence could foreseeably result in injury (including serious injury) to one or more people, but it is unlikely to involve multiple fatalities.

**Extreme Harm**: Significant potential for serious injury or death of one or more people.

Risk Level

**Trivial**: No action is required and no detailed records need to be kept.

**Tolerable**: No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.

**Moderate**: It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.

**Substantial**: Considerable resources might have to be allocated to reduce the risk. In the short term, interim controls may have to be introduced, which may involve restricting access to an area or prohibiting an activity.

**Intolerable**: Urgent action should be taken i.e. immediately, which may involve restricting access to an area or prohibiting an activity until additional control measures are introduced.

**Note:**

**The assessment of health and risk is often subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing the advice contained in the Health and Safety Action Plan. The health and safety risk assessment should be reviewed regularly.**

**Step 3 - Prioritising the Health and Safety Advice**

The final step is to prioritise the health and safety advice detailed in Section 2 of the report – Health and Safety Action Plan. (Refer to table below).

|  |  |
| --- | --- |
| **Priority** | **Comments** |
| **1.****(High)** | **Requires Immediate Remedial Action – Improve Control Measures (For Intolerable / Substantial Risks)**The relevant activity / situation should not continue until the risk has been reduced. If it is not possible to reduce the risk then the activity / situation must be prohibited. If any work is in progress it must be stopped and alternative safe means of carrying out the work identified. Likely enforcement action: Prohibition Notice. |
| **2.****(Medium)** | **Requires Remedial Action Within 3 Months (For Moderate Risks)** Some additional controls are necessary within the defined timescale. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential. Likely enforcement action: Improvement Notice. |
| **3.****(Low)** | **Requires Some Additional Controls In Due Course Or Maintain Control Measures And Review If There Are Any Changes (For Tolerable Risks).**Some additional controls are necessary. Consideration may be given to a more cost-effective solution. Regular monitoring of existing controls is essential. Likely enforcement action: Informal Notice possibly leading to an Improvement Notice if enforcement advice not followed. |