

Premises Maintenance Risk Assessment



RISK ASSESSMENT FOR:		MAINTENANCE OF PREMISES	
Establishment: HAMPSTEAD HILL SCHOOL	Assessment by:	Date:	
1st Review Date Due:	PRINCIPAL Approval:	Date:	

Severity 1-3			Likelihood 1-3		
Minor	Slight injury/illness	1	Low	Where harm will seldom occur	1
Moderate	Injury/illness causing short term disability	2	Medium	Where harm will often occur	2
Severe	Fatality or major injury or illness causing long term disability	3	High	When it is certain or near certain that harm will occur	3

Hazard/Risk	Who is at Risk?	How can the hazards cause harm?	Likelihood Low (1) Medium (2) High (3)	Severity Minor (1) Moderate (2) Severe (3)	Risk (Multiply Risk x Severity)	Control Measures/Comment	Are Normal Control Measures Y/N/NA	
							In Place	Adequate
Defective flooring Slips Trips Falls	Staff Pupils Visitors Contractors	Cuts/ abrasions, muscular skeletal and other physical injuries. Fractures				1. See health and safety policy. 2. Premises management policy. 3. Security policy. 4. How this refuge would need to be staffed and provisioned? 5. Condition of premises regularly checked. 6. Prompt maintenance of defects. 7. Adequate external lighting during working hours.	Y	Y
Liquid spillages Slips, Falls	Staff Pupils Visitors Contractors	Cuts/ abrasions, muscular skeletal and other physical injuries.				See 1-6 above. • Supervision in use of liquids in class. • All spillages to be dealt with immediately.	Y	Y

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		Fractures				<ul style="list-style-type: none"> Wet floor signs to be used when appropriate. Dry mop floors after cleaning up initial spillage. Appropriate footwear worn. Pupils, visitors etc. to be kept away from spill area during cleaning. 		
Items stored in corridor/walkways Trips, Falls, fire risk, obstructed escape	Staff Pupils Visitors Contractors	Cuts/ abrasions, muscular skeletal and other physical injuries. Fractures				See 1-6 above. <ul style="list-style-type: none"> Good housekeeping maintained. Regular inspection. Ensure bags and coats are not blocking corridors/walkways. Designated storage areas. 	Y	Y
Trailing electrical cables	Staff Pupils Visitors Contractors	Cuts/ abrasions, muscular skeletal and other physical injuries. Fractures				See 1-6 above. <ul style="list-style-type: none"> Trailing leads kept to a minimum. Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary. Use of cable covers where cables are a trip hazard. Use nearest available socket to reduce need for extension leads. 	Y	Y
Electrical equipment and sockets Electrocution Fire Electrical burns	Staff Pupils Visitors Contractors	Electrical shock Burns Fire				See 1-6 above. <ul style="list-style-type: none"> Pre-use check conducted by users. Electrical equipment subject to regular safety inspection and test ('PAT testing'). All tested appliances to be labelled showing date tested/next test date. Fixed Installation testing completed (5yearly min) and any remedial work actioned. Mains powered portable equipment protected by RCD to distribution board, wall socket or lead in higher risk 	Y	Y

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						<p>situations, e.g., equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.</p> <ul style="list-style-type: none"> • System for reporting faults and taking equipment out of service in place. 		
<p>Hot surfaces Hot water from taps</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Burns/scalds shock</p>				<p>See 1-6 above.</p> <ul style="list-style-type: none"> • Low surface temperature radiators where young or special needs children are present. • Hot surfaces in kitchen/server protected and warning signs in place. • Thermostatic mixing valves fitted to all sinks to which nursery, KS1 and special needs pupils have access. • Temperatures monitored (43-degree max at outlets where vulnerable users have access). 	Y	Y
<p>Open or broken windows Falls, cuts, injury</p>	<p>Staff Pupils Visitors Contractors</p>	<p>Cuts/ abrasions, muscular skeletal and other physical injuries Broken bones</p> <p>Significant head / multiple injuries</p>				<p>See 1-6 above.</p> <ul style="list-style-type: none"> • Opening limiters fitted to windows above ground floor where risk of falling exists. • Where windows open onto playground areas barriers/controls in place to prevent pupils running into them. • All glazing in vulnerable areas (>250mm wide and up to waist height in internal walls/partitions and windows, up to shoulder height in doors) either filmed or safety glazing. • All such glazing to be appropriately marked/etched. • As replacement is necessary glazing to BS 6206 used. 	Y	Y
<p>Finger trapping</p>	<p>Staff</p>	<p>Cuts/ fractures</p>				<p>See 1-6 above.</p>	Y	Y

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Entrapment injury	Pupils Visitors Contractors	bruising/ swelling/ amputation				<ul style="list-style-type: none"> Doors in vulnerable areas have finger guards fitted e.g. classroom and toilet doors used by early years (0-5) pupils. Risks from doors in other locations considered. Condition of any protective devices fitted monitored 		
Defective furniture/ equipment Injury	Staff Pupils Visitors Contractors	Cuts/ abrasions, muscular skeletal and other physical injuries				See 1-6 above. <ul style="list-style-type: none"> Furniture and fittings must be regularly inspected and defects reported. Staff aware of arrangements for above. 	Y	Y
Access/egress Trips, Falls, fire risk, obstructed escape. Inadequate lighting of exit routes	Staff Pupils Visitors Contractors	Cuts/ abrasions, muscular skeletal and other physical injuries Fire evacuation hindered/unsafe access/egress				See 1-6 above. <ul style="list-style-type: none"> Adequate space, circulation routes and emergency exits. Entrances and exits are clearly signed and well-lit and kept free from obstructions. Arrangements in place to ensure access maintained in snowy/icy conditions. All escape routes should be sufficiently lit for people to see their way out safety. Extent of emergency lighting reviewed considering all areas of school used outside of ambient daylight hours/without natural daylight. Ensured that all escape routes are adequately lit in event of a power failure. Where ambient light is not sufficient torches may be acceptable for trained staff to use. 	Y	Y
Fire Property damage Smoke inhalation Physical injury Burns	Staff Pupils Visitors Contractors	Major injury Burns Property damage				See 1-6 above. <ul style="list-style-type: none"> Detailed fire risk assessment conducted and reviewed annually. Rubbish not allowed to accumulate. Storage areas kept tidy. 	Y	Y

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						<ul style="list-style-type: none"> • Layout allows for unrestricted movement and safe circulation. • Staff familiar with evacuation procedure, location of nearest call point and extinguisher. • Fire exits checked daily for obstruction/ ease of opening. • Fire alarm tested weekly, drills conducted termly. • Fire exits clearly marked and fire evacuation notices posted throughout site / in each classroom. • Fire doors checked regularly (self-closures operating, doors close freely etc.) 		
Service cupboards/ pantry rooms Inappropriate use Fire Electric shock	Staff Pupils Visitors Contractors	Fire Major injury Property damage Electric shock				See 1-6 above. <ul style="list-style-type: none"> • All such areas to be locked and access restricted to authorised persons. • Appropriate signage in place. • No general storage to be kept in such areas. • Adequate lighting available. • Firefighting equipment, detection etc. in place. 	Y	Y
Inadequate lighting/ other welfare facilities	Staff Pupils Visitors Contractors	Dissatisfaction/ stress Fatigue Headaches Eye strain				See 1-6 above. <ul style="list-style-type: none"> • Lighting sufficient for tasks. • Supply of wholesome drinking water. • Adequate welfare facilities for staff and service users. • These are maintained in a clean state. • Hot water, soap and disposable paper towels provided. • Suitable sanitary disposal bins in place within female toilets and arrangements for sanitary waste collection in place. 	Y	Y

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Poor Water Quality	Staff Pupils Visitors Contractors	Infection/ disease Coliforms, legionella etc.				See 1-6 above. <ul style="list-style-type: none"> Water risk assessment conducted by competent person and water log book completed. School identified seldomly used outlets and flushes these weekly. All taps run for several mins after holiday periods. Showers disinfected/descaled quarterly. Tanks/calorifier sterilisation conducted if required. 	Y	Y
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Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Medium	Low		

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels)</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating <i>(see below)</i>
DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>			

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Employees informed of risk assessment via all of the following means:	1. Urgent announcement (if deemed necessary) to pupils and/or staff 2. Copy of this RA to all staff for insertion in their RA Handbooks 3. Copy of RA on notice boards and wherever else appropriate		
Employees to report newly-identified hazards via:	Written notification to the Principal		
Date of next assessment:			
Assessment frequency:	Yearly		
Date:	16.09.16	Signed:	