

Staffroom Risk Assessment



RISK ASSESSMENT FOR:	Staffroom	
Establishment:	Assessment by:	Date:
1st Review Date Due:	Manager 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
Electrical appliances	Staff					1. Health and safety policy; include staffroom in all health and safety inspections. 2. 'No smoking' policy. 3. Annual maintenance of electrical equipment. 4. Soft furnishings to be flame-retardant (and bear appropriate label) in accordance with fire regulations.		
Hot water	Staff					See 1-4 above.		
Furniture (e.g. not flame-retardant)	Staff					See 1 above.		
Inadequate ventilation	Staff					See 1 above.		

Staffroom Risk Assessment

Excessive sunlight	Staff					See 1 above.		
Tobacco smoke	Staff					See 1 above.		

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>			
DATE OF REVIEW:	COMMENTS:			
DATE OF REVIEW:	COMMENTS:			

Staffroom Risk Assessment

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:	