

Risk Assessment Form

Name of Assessor: Phill Liggett

Date: 02/08/2023

Work area: Classroom

Time: 10:00

Brief Description of work activity being assessed: Teaching and classroom activities.

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing control measures	Risk Rating			Additional Controls	New Risk Rating			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Slips and Trips	Staff, Visitors, Students	Injuries from a fall e.g. Bruising, breaks, sprains.	General housekeeping. All areas are well lit. No trailing leads or cables. Work areas are kept tidy. Classrooms are cleaned on a regular schedule. Walkways are kept clear of obstructions. Tutors and Facilities staff monitor use and continued safety of classrooms.	1	4	4	N/A	1	4	4	Facility Manager	August 2024
Falling from Height	Staff, Students	Falling from a table, chair	Windows can be opened whilst standing on the ground. No normal teaching activities involve working from height or using raised platforms. Staff and students are not permitted to stand on desks or tables. Staff and Students are told to contact Facilities staff where assistance is required.	1	4	5		1	4	5	Facility Manager	August 2024

Manual Handling	Staff, Students	Back or limb injury related to musculoskeletal injury due to incorrectly handling a heavy object. Limbs may be trapped or impacted.	Staff and Students are not permitted to move or modify furniture or other fixed items. Staff and Students are told to request help from Facilities Staff during their induction. No large or heavy items are stored in the classrooms. Majority of classroom desk furniture is fixed and immovable. Lightweight folding tables are provided by request and initially set up by Facilities Staff.	2	3	6		2	3	6	Line Managers & Tutors	August 2024
Electrical	Staff, Visitors, Students using electrical equipment.	Shocks/Burns from faulty or improperly used equipment.	Portable Appliance Testing is performed. Only technical staff are authorised to install and maintain electrical equipment. Computer equipment faults are reported via online system. Reporting system is covered in both staff and student induction. Power cables are tidied away from high traffic areas. Fixed power sockets are monitored and maintained by Facilities Staff. Fixed electrical installations are maintained and installed by qualified professionals only.	1	5	5	N/A	1	5	5	Facility Manager	August 2024

Stress	Staff, Students	Stress related illness due to factors such as bullying, lack of job control, assessment deadlines etc.	Anti-Bullying policy in place. Line managers available for 1 to 1 chats with staff. Student support system in place for students that require academic/pastoral support.	1	4	4	N/A	1	4	4	Line Managers & Tutors	August 2024
Movement and Evacuation	Staff, Visitors, Students	Inadequate exit capacity during an emergency.	Main walkway and fire escape routes kept clear of all furniture, bags, equipment etc. at all times. Furniture and doorways must always maintain a clear space of 80cm in width. Space for wheelchair users and users with mobility difficulties to be maintained at the front of classrooms where such users are timetabled and during open events. PEEPs are completed for Staff and Students.	1	5	5		1	5	5	Line Managers & Tutors	August 2024
Furniture	Staff, Visitors, Students	Poorly maintained furniture could cause harm through falling from fixture, cutting, bruising or crushing.	Furniture and fittings are audited annually and monitored by Tutors and Facilities staff during normal use. Issues are reported through the reporting system or directly to the Facilities Team. Faulty or dangerous articles are removed from service. AV equipment is installed on appropriate stands.	1	4	4		1	4	4	Line Managers & Tutors	August 2024
Environmental Conditions	Staff, Visitors, Students	Overheating, poor air circulation, cold conditions.	HVAC system is installed and regularly maintained in majority of areas. Rooms without HVAC have openable windows and radiators.	1	3	3		1	3	3	Facilities Manager & Tutors	August 2024

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				L	C	R		L	C	R		
Projector	Staff (tutors)	Intense direct light from bulb may cause eye issues and or headaches.	Projector mounted on the ceiling to reduce the affected area. Staff trained on use of projector. Tutor station situated to the side of the projection path.	2	3	6	N/A	2	3	6	Line Managers & tutors	August 2024
Display Screen Equipment	Full time users of DSE equipment.	Posture problems and pain, discomfort or injuries to hands, arms, back etc.	Workstation and equipment set to ensure good posture and to avoid glare/reflections on the screen. Work planned to include regular breaks or change of activity. Lighting and temperature suitably controlled. Adjustable blinds at window to control natural light on screen Noise levels controlled.	1	4	4	N/A	1	4	4	Line Managers	August 2024

Risk Matrix

↑ INCREASING CONSEQUENCE	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		→ INCREASING LIKELIHOOD				

Calculating risk

When calculating the 'Risk Rating' use the provided risk matrix.

How to control risk

1. Eliminate - Completely remove the hazard.
2. Reduce - Reduce the hazard. e.g. Carry less weight by reducing the load.
3. Prevent Contact - Stop people coming into contact with the hazard. e.g. Safety barrier.
4. Safe System of Work - Implement and follow safe procedures and practices.
5. Personal Protective Equipment (PPE) - Use the appropriate protective equipment.

Further information

For further information and guidance please contact the Facility Manager or a Health and Safety representative. Email: healthandsafety@futureworks.ac.uk or Call 0161 214 4600.

Review Date: August 2024

Signature: P.LIGGETT