

SALFORD CITY COLLEGE - CLASSROOM RISK ASSESSMENT

Reviewer	Andrew Wilcock	Reference	GRA2	Review Date	31/07/2025
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Description of Task / Work Area						Location (centre / room)	
To provide lessons to students covering those parts of the curriculum requiring little or no practical elements. Lessons take place within a standard classroom environment.						All sites	
Supporting Documents (e.g. COSHH, Manual Handling, Task Instructions)			Health & Safety at Work Act, Management of Health & Safety at Work Regulations, Control of Substances Hazardous to Health Regulations, Electricity at Work Regulations, Personal Protective Equipment at Work Regulations, Provision and Use of Work Equipment Regulations, Workplace (Health, Safety & Welfare) Regulations				
Hazard(s)	Affected Groups	Severity	Probability	Risk Level Before Controls	Current Control Measures	Risk Level with Controls	Additional Controls Needed to Reduce Risk to ALARP
Substances	Students	4	3	Med	<ul style="list-style-type: none">Only non-toxic paints and glues etc. to be used	Low	Staff to ensure all substances kept locked in cupboard when not in use
General classroom environment	Students and Staff	4	3	Med	<ul style="list-style-type: none">Adequate lighting for the room.Ensure classroom temperature appropriate.Appropriate clothing to be worn. Sensible footwear to be worn (not sandals, high heels etc.)Each student to have adequate workspace.Windows that can be opened to have restrictors.	Low	Staff to report any faults with classroom environment onto Estates help desk. Ensure restrictors cannot be removed.
Access and egress	Staff and Students	4	3	Med	<ul style="list-style-type: none">Anyone not wearing a College ID badge will be challenged.Barcode on ID badge to be swiped to gain entry.Security staff available at most sites.Barriers at most sites to prevent access if no ID badge.Report to reception if no ID badge.Any defects reported on the Estates helpdesk.	Low	Regular audits and inspections
Sharp implements	Students	4	3	Med	<ul style="list-style-type: none">Instruction given to students regarding hazards present within the classroom.Art materials and implements to be kept out of reach of students when not in use.Sharps bin available at each site.	Low	First Aiders to stock and issue items from the first aid box as necessary. First aiders to carry mobile phones – numbers held at Reception.
Accident / incident	Staff and Students	4	3	Med	<ul style="list-style-type: none">Qualified first aiders available at each site by contacting reception.Defibrillator(s) available at each site.Accident & Incident form completed and sent to H&S Officer for investigation where necessary.	Low	Fully stocked first aid boxes available.
Violence and aggression	Staff, students and visitors may suffer stress, and injury if violent incidents occur during teaching/learning activities.	4	2	Med	<ul style="list-style-type: none">Adequate awareness and supervision of student behaviour at all times during classroom activities.Staff aware of reporting procedures around safeguarding and have received training.Security staff available at most sites.	Low	Annual online refresher training refresher for safeguarding.
Stress	Staff and students may be subject to stress as a result of increased workload, lack of communication, emotional involvement.	5	3	High	<ul style="list-style-type: none">Employee assistance program in place – contactable through HR.Take regular breaks away from your workstation.Take leave to avoid being burnt out.Discuss with your line Manager any issues.Visit the College's Wellbeing pages on the intranet.	Low	Refer to the NHS website – Live Well for further practical advice on healthy living.
Electricity	Staff and Students	5	2	Med	<ul style="list-style-type: none">All mains powered portable electrical appliances to be in good working order and PAT tested for electrical safety.Leads should be visually examined for damage before using. Damaged electrical leads must not be used and be removed.Faulty equipment must be removed from service and repaired/replaced.Avoid trailing leads around edges of furniture or equipment that may cause damage. When transporting equipment, take care not to damage the lead.Mains leads etc. not to be permitted to trail across walkways, near heated surfaces etc.Each item of electrical equipment to have its own 240 volt socket. All 240 volt outlets to be connected via an ELCB or equivalent.	Low	All college electrical equipment to be regularly PAT tested by a competent person.
Manual Handling	Students and Staff	3	3	Med	<ul style="list-style-type: none">Where moving equipment may involve risk to students/staff (e.g. moving music equipment), an assessment must be undertaken to establish a safe working procedure for lifting/carrying.Extensive manual handling activities, e.g. moving furniture, undertaken by Estates Staff.Trolleys used where appropriate.	Low	Students and staff trained on correct technique for lifting / carrying as part of college induction. Inform Estates to move items if required.

Slip / Trip Hazards	Students and Staff	4	3	Med	<ul style="list-style-type: none"> Keep all gangways clear of obstructions ie, Coats, bags etc. Floors to be maintained in good, clean condition, without missing tiles, rips in linoleum etc. Trailing leads not permitted to cross travel areas etc. Materials to be stacked safely out of travel areas. Keep floors and gangways dry and free from slip hazards. Clear up any spillages immediately. All areas well lit, including stairs. 	Low	Any faults or damage to walkways / classroom environment to be reported onto Estates help desk.
Falls from height	Students, staff and visitors may be injured as a result of a fall from a height. This may result in fractures and potential fatality	5	3	High	<ul style="list-style-type: none"> Window restrictors in place where appropriate. Audit of classrooms undertaken. 	Low	Check that window restrictors cannot be removed. Ladder training for identified staff.
Fire	Students and Staff	5	3	High	<ul style="list-style-type: none"> Fire risk assessment completed for each site. Fire escape routes and exits to be kept clear of obstructions at all times and clearly marked with approved signs. Fire extinguishers and alarm points to be kept clear of obstructions at all times. Students to be instructed in emergency evacuation procedure and made aware of location of Assembly Points. Trained fire marshals at each site to assist during a fire evacuation. PEEP prepared for staff/students who need assistance evacuating a building. Refuge points available. Smoking is prohibited in all College premises. Rubbish bins are emptied regularly. 	Low	Regular fire evacuation drills to be practised at each centre, every term. Weekly testing of fire alarm points. Smoking shelters on site.
Display Screen Equipment	Students and Staff	3	2	Low	<ul style="list-style-type: none"> Ensure that there are adequate breaks in the work pattern of DSE users. Screen adjustable in tilt angle, screen brightness and contrast. No reflective glares on computer screen. Blinds provided on windows where required. Staff who regularly use DSE can receive a free eye test through Specsavers. Contact Estates for a voucher. 	Low	<ul style="list-style-type: none"> Staff to receive bi-annual training on DSE use. Staff can advise on any DSE issues through the iHasco workstation assessment online. Staff to inform their manager if suffering any discomfort from DSE use. Specialist equipment can be purchased where a need has been identified. Contact H&S Officer.

The risk associated with this task / area has been reduced to as low as reasonably practicable

Assessor	Andrew Wilcock Health & Safety Officer		Date	Reviewed 05.04.2024	
*Severity	5 = Fatality	4 = Major Injury	3 = Minor Injury	2 = Negligible	1 = None
*Likelihood	5 = Certainty	4 = Probable	3 = Possible	2 = Remote	1 = Improbable
*Rate	= Severity x Likelihood				
*Result	T = Trivial Risk	A = Adequately controlled	N = Not adequately controlled		U = Unable to decide (Further information required)
Comments	<p>Parents/Guardians and students should be aware that <i>The Health and Safety (Training for employment) Regulations 1990</i> extended the meaning of the term “employee” to include those receiving “relevant training”. Consequently, students on work experience have the same status as employees under <i>the Health and Safety at Work Act 1974</i>, and employers have a general duty (under section 2) to ensure their health, safety and welfare.</p> <p>Section 7 of the Act places a duty on employees, including Young Person(s), to take reasonable care for the health and safety of themselves and anyone else who may be affected by their acts or omissions, and to co-operate as much as necessary with their employer and others to ensure that obligations imposed on the employer by health and safety legislation can be complied with.</p>				

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15

SEVERITY

- 5 = Fatality
- 4 = Major
- 3 = Minor
- 2 = Negligible
- 1 = None

2	4	6	8	10
1	2	3	4	5



HIGH RISK



MEDIUM RISK



LOW RISK

1

2

3

4

5

Improbable Remote Possible Probable Certainty

LIKELIHOOD