

GENERIC ADULT EDUCATION COURSE RISK ASSESSMENT FORM

Assessor's name: Carole Vuarrier	Date of Assessment: 07/02/2018	Activity/Task: School Visits Centre: Europa Centre Course Code: N/A
Directorate: Children, Adult and Housing	Service: Learning & Achievement Group: Adult College	3rd Tier Manager: Trevor Cook

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Slips, trips and falls Inadequate lighting/ ventilation Inadequate welfare facilities Inadequate security Inadequate access/egress	Staff & Learners, visiting adults and teachers	Workplace inspections are conducted prior to each visit. Key areas are checked e.g. access/egress/general movement including access for mobility impaired staff/learners/teachers/accompanying adults, welfare facilities, fire routes All staff are aware of the defect reporting system for the site. All learners/teachers/accompanying adults are made aware of the importance of reporting any defects whilst on site. Staffs are always mindful to check where learners'bags are left on selves. Staffs are always mindful if cables	Likelihood: 2 Consequence: 3 Risk Level: 6	Additional control measures required to reduce the risk level identified by the assessor	Likelihood: Consequence: Risk Level:		

		<p>are loose on the ground, doors & windows are open or shut, bottles of water are close tight, and classroom/centre floor is free of rubbish/liquid/bags left unattended.</p> <p>Food to be consume only in the centre, not classroom (list of ingredients available)</p>					
Injury caused by fire	Staff & Learners	<p>Fire procedures are in place and have been effectively communicated to all staff and learners/teachers/accompanying adults</p> <p>All staff/teachers/accompanying adults are aware no smoking is permitted on site.</p> <p>Fire routes and exits are clearly marked and kept clear</p> <p>Flammable materials are suitably stored. All chemicals/cleaning products are stored in a locked cupboard away from teaching area.</p> <p>All electrical appliances and tools have been subject to a portable test PAT</p>	<p>Likelihood: 2</p> <p>Consequence: 5</p> <p>Risk Level: 10</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		
Injury/Illness First Aid	Staff & Learners	<p>All staff are aware of the importance of reporting all accidents/incident/near misses. Reports must be made via the online accident report form available on the Havering Intranet Site.</p>	<p>Likelihood: 2</p> <p>Consequence: 4</p> <p>Risk Level: 8</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		

		<p>All learners/teachers are made aware of the importance of reporting any accidents/incidents whilst on site.</p> <p>basic first aid kit</p> <p>Staff are made aware of those learners and control measure for those who have significant medical conditions which may be affected by the activity or may become an issue whilst attending the session.</p>					
<p>Activity Specific Hazards e.g. Cables, bags, paper</p> <p>Chemicals and Harmful Substances</p> <p>Harmful Plants</p> <p>Electricity</p> <p>Heights</p> <p>Manual Handling</p> <p>Noise</p> <p>Storage of flammable material</p> <p>Additional work equipment</p>	<p>Staff & Learners/teachers and visiting Adults</p>	<p>Suitable controls to be identified to manage the activity specific hazards and risks (weekly site inspection).</p> <p>All chemicals/cleaning products are stored in a locked cupboard away from teaching area.</p> <p>Permanent Over Head projector, connected lap-top and white board is at a suitable distance from all learners and has been subject to a portable test PAT.</p> <p>Manual handling of panels by staff when changing signs. Staffs are aware of how to safely use ladders.</p> <p>All kitchen appliances turn off when not is use.</p>	<p>Likelihood: 2</p> <p>Consequence: 3</p> <p>Risk Level: 6</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		

Review date:	Date communicated to staff:
Is a safe system of work required	Yes / No
If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.	

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE

Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
Insignificant	1	1	2	3	4	5	

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