**Example - General Workplace Risk Assessment (Schools)**

***Note: This example general workplace assessment for the school’s workplace should be amended, added to, deleted or adjusted as appropriate. It aims to cover most aspects of a basic workplace, but Headteachers will need to work through to suite the specifics of the premises they work in.***

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| **Model version** | 1 | **Date Model drafted** | | April 2022 |
| ***Department:*** | Insert | ***Service Team:*** | | Insert |
| ***Manager:*** | Insert | ***Persons undertaking the assessment:*** | | Insert |
| ***Work Activity being assessed:*** | Office based activities | ***Risk Assessment Number:*** | | Insert |
| ***Date of assessment:*** |  | ***Date of next review:*** | | Insert |
| **SCOPE OF OPERATION, LOCATION AND TIME** | | | **ASSOCIATED GUIDANCE** | |
| **Scope of Operation (description of tasks being undertaken):**  This is an example office-based risk assessment covering general workplace hazards and risks. | | | [Risk assessment arrangements](https://enfield365.sharepoint.com/:w:/r/sites/intranethealth/_layouts/15/Doc.aspx?sourcedoc=%7BDF3B423B-9532-4D66-B00C-59E8AF69A62C%7D&file=RISK%20ASSESSMENT%20ARRANGEMENTS%202020.doc&action=default&mobileredirect=true)  [HSE- Managing risks and risk assessment at work](https://www.hse.gov.uk/simple-health-safety/risk/index.htm)  <https://www.hse.gov.uk/ventilation/overview.htm> | |
| **LOCATION:**  School indoor areas | | |
| **WHEN DOES THE ACTIVITY TAKE PLACE** *(early hours, during normal hours, after 6pm or at weekends)?*  During the weekdays and office hours | | |

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| **Council Risk Assessment Sheet** | | | | | |
| **Activity:** | General workplace indoor use | **No. of pages:** |  | **Page number:** |  |

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| **What are the hazards?** | **Who is at risk and How would they be harmed?**  (e.g. staff, pupils, visitors, contractors etc. – trip, slip, fall, assault) | **What is currently done to reduce / control the risk?** | **What more can be done to reduce risk?** | **Action by whom, by when?** |
| Poor Ventilation  *Letting fresh air into indoor spaces can help remove air that contains virus particles and is important in preventing the spread of Covid-19.* | Poor ventilation can result in the spread of airborne infectious disease such as COVID 19 that can affect all in the premises (staff/pupils/visitors etc.) or cause discomfort in the working environment. | Many schools have ventilation systems built in as part of the design of the building. School buildings have windows as the primary means of ventilation and/or other systems for the premises used and have suitable and sufficient ventilation.  Headteachers, Managers and Staff are aware of the importance of ventilation following actions from the COVID 19 epidemic.  Headteachers, Managers and Staff identify areas where there is no natural ventilation (open windows, doors, or vents) or mechanical ventilation (fans or ducts bringing air in from outside).  [Use CO2 monitor](https://www.hse.gov.uk/ventilation/using-co2-monitors.htm)s to identify poor ventilation.  [HSE Ventilation using a CO2 monitor](https://www.hse.gov.uk/ventilation/using-co2-monitors.htm) | Where ventilation is proving to be a problem, particularly in mechanically ventilated areas this should be reported.  For areas that feel stuffy or smell bad consider ways to improve ventilation by opening windows and doors etc.  Encourage staff to identify and report areas that feel stuffy or smell bad and if so look for ways to improve ventilation and/or use CO2 monitors in those areas. |  |
| Slips/trips/Falls | Staff/pupils/visitors/  Contractors etc. may be injured if they trip over objects, cables, worn out carpets/rugs or may slip on spillages. | Ensure gangways and floor areas are kept free from obstacles.  Suitable cable management; avoid cables crossing open areas or gangways, if not possible, use proprietary cable covers.  Good housekeeping and reinforce by staff briefings.  Avoid high level storage where possible. | Formal Inspection of office area included in establishment inspection to be undertaken bi-annually with records kept. | Head/  Senior  Leadership |
| Manual Handling | Staff may hurt their back or upper limbs lifting | Staff have completed manual handling training where appropriate. Computer based training modules are available with the Schools Health & Safety Team.  Trolley used to transport boxes of paper etc.  Store heavy items at waist level  Minimise manual handling.  Appropriate footwear worn. | For identified Specific Manual handling involving difficult or repetitive lifting or carrying tasks special assessment to be carried out and the appropriate control measures implemented.  Improve workplace layout | Head/  Senior  Leadership |
| Overloaded shelving units / bookshelves / items stored at height. | Staff may sustain injuries ranging from cuts / bruises through to eye damage / head injury. | The storage units are not overloaded with heavy items.  The storage units are deep enough to accept the stationery stock without any overhang.  Shelving units are not placed directly above permanent workstations. | Regular checks are made to ensure the shelving is in good condition, e.g. screws have not come loose, cracks have not appeared etc.  Items stored on top of the cabinets to be re-located to a lower height. | All |
| Gaining access to heights | Staff – falls from height | Staff are not allowed to use chairs/tables to gain access to height. Working at Height computer-based training modules are available with the Schools Health & Safety Team.  Storage restricted to low level/step ladder/ kick stools provided.  Instructions on safe use displayed on the staff notice board. | Regular checks to be carried out on access equipment and log kept.  Work at height risk assessment to be carried out for specific high-risk tasks if required.  Specific training access where required e.g., Prefabricated Access Suppliers’ & Manufacturers’ Association (PASMA) training. | All |
| Display Screen Equipment  (DSE) | Users may hurt their back or upper limbs through excessive computer use, may become fatigued or suffer stress related illness | All staff in the office have completed online display screen equipment training. DSE computer-based training modules are available with the Schools Health & Safety Team.    Adjustable chairs are provided for all users.  The users are aware of their free eyesight tests entitlement.  The users’ individual DSE assessments have been carried out and are reviewed every 12 months as a minimum. | Staff to be encouraged to report any discomfort while using DSE. | All |
| Poor working environment, e.g. insufficient lighting, heating, ventilation etc. | Staff - may cause discomfort | Lighting, heating and ventilation is continually monitored to ensure satisfactory levels for the staff members.  Arrangements in place to clean and changes any bulbs that no longer work regularly.  Heating system is regularly serviced and maintained. | Additional local lighting to be provided where required, e.g. desk lamps  Additional local heating to be provided where required, e.g. portable heaters to be made available if heating system is not fully functional. | Head/  Senior  Leadership |
| Emergencies/ fire/ evacuation required | Staff could suffer harms from fires or other emergencies | Fire Risk Assessment at site, evacuations practiced, and procedures followed.  Individuals with mobility or other issues that could impair exiting of building have Personal Emergency Evacuation Plans (PEEPs). | Staff kept informed through regular updates and staff meetings. | Head/  Senior  Leadership |