

Risk Assessment Form

Risk Assessment Title:	Building Usage	Risk Assessment Date:	20/07/2020
Location(s):	Victoria Hall, Fortescue Road	Risk Assessor:	Ed Hill
Last Reviewed:	20/07/2020	Reviewed By:	Sue Hill

Severity	Likelihood	Risk Factor	
1 Negligible - First aid adequate	1 Very Unlikely	≤4 Risk may need to be controlled	LOW
2 Minor - minor injury with short term effect	2 Unlikely	5-8 Risk must be controlled	MEDIUM
3 Moderate - "Three Day Injury"	3 Likely	≥9 Hazard must be avoided	HIGH
4 Sever - Major / Reportable injury	4 Very Likely		
5 Extreme - Fatality or Disabling Injury	5 Near Certain		

Hazard Description	People at risk	Initial Assessment			Control Measures	Residual Risk			Action/Comments
		S	L	R		S	L	R	
Slips, Trips and Falls	All users	2	3	5	<p>All floors, clean and dry, with all obstructions removed.</p> <p>Wet floors indicated by appropriate signage</p> <p>All floor surfaces maintained and inspected on a regular basis.</p> <p>Stairs will utilise handrails and non-slip edges.</p> <p>All users directed to wear appropriate footwear at all times.</p> <p>Mats at entrances to reduce moisture.</p>	2	2	4	<p>All staff briefed and aware regarding monitoring of hazards and footwear.</p> <p>Cleaning equipment available as required.</p>

Illness	All Users	3	3	6	First Aid Kits available and maintained on a regular basis. Trained First Aider in place at all times All staff briefed on mobilisation of emergency services as required.	3	2	5	Any individual health needs identified on enrolment and personal risk assessments performed as required.
Electrical Safety	All Users	5	3	8	All equipment maintained and inspected on a regular basis for electrical safety. Items of concern identified and removed for PAT.	5	1	6	Staff briefed to identify items of concern. Staff to report any concerns.
Manual Handling	All Users	4	3	7	Staff trained as per Manual Handling Risk Assessment. Lifting equipment provided where applicable.	4	2	6	Staff trained in using Manual Handling Risk Assessment Tool, TILE.
Burns	Staff	4	2	6	Staff briefed on appropriate usage of kettle. Students to have no access to kettle. First aider on site at all times to provide care if required.	4	1	5	First Aid Kit Available
Fire	All Users	5	3	8	See Fire Evacuation Policy for full information. Fire Risk Assessment in place and available for viewing.	5	1	6	
Working at Heights	Staff	4	2	H	All ladders maintained and inspected before usage. Staff trained in appropriate usage of ladders. Records available at all times. Working at Heights Risk Assessment refers.	4	1	5	Training Provided. Regular Inspection of ladders as per ladder inspection.

Hazardous Substances - Cleaning Products	Staff	2	2	4	<p>Staff trained in safe and secure storage of products.</p> <p>Staff follow all instructions on individual substances and reviewed accordingly.</p>	2	1	3	
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