

BARTON CAMP

RISK ASSESSMENT: **CARETAKER'S HANDY PERSON DUTIES**

Who might be harmed? - Caretaker, Staff, Pupils and Visitors

Task, Activity or Environment being assessed.	What are the Hazards or Dangers?	Degree of potential Injury?	Existing controls to either eliminate or reduce the risk of an accident happening.	Probability of an accident happening?	Risk Rating
1. Medical Emergency	No first aid cover, no eye wash for emergency treatment.	Serious injury due to no emergency medical provision	<ul style="list-style-type: none"> • First Aid box and Eye Wash Kit location known and available in case of an emergency. • Caretaker carries a fully charged mobile phone which is switched on at all times with emergency contact details pre-programmed in. • Caretaker remains on site at all times and informs his Manager of his working arrangements for that particular day in case of an emergency situation or incident. • Caretaker only leaves the site with the permission of his Manager with details of his destination and return time. 	Possible	Medium Risk
2. Personal Protective Equipment (PPE)	Personal injury. Damaged or soiled personal items	Serious injury due to contact with Chemicals & Machinery. Manual Handling	<ul style="list-style-type: none"> • Steel Toe-Capped boots and any other necessary PPE (gloves, overalls/aprons and face masks) are supplied free of charge depending on the activity being carried out. • PPE will be supplied to ensure the safety of the caretaker after carrying out a risk assessment of the activity being carried out. This can be a “dynamic” risk assessment to be carried out by the caretaker using his/her skill, experience and judgment of the activity or work schedule. • Ear defenders will be worn when using high noise machines. • Particulate masks will be worn when working in dusty atmospheres • Gloves, gauntlets and other hand/arm protection will be worn when picking up litter, sharps broken glass etc. Tongs and other aids should be used for this purpose if available. • Lifting, carrying and moving heavy items should only be attempted if a “test” lift is carried out. It maybe necessary to use mechanical aids to assist with the lifting, moving or carrying of heavy items, gloves may also be necessary • Heavy items may necessitate the use of two men to safely carry out the lift, carry or move heavy items 	Possible	Medium Risk
3. Gas Safety	Fire and gas leak	Serious injury	<ul style="list-style-type: none"> • Unless qualified to CORGI Gas Engineer status and suitably insured, NO work to be carried out on any gas installation 	Remote	Medium Risk

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Continuation sheet 1

<p align="center">4. Electrical Safety</p>	<p>Electric Shock Fire</p>	<p>Serious injury</p>	<ul style="list-style-type: none"> • All electrical tools and electrical equipment is visually tested for safety before being used by the caretaker. • Regular electrical testing (PAT) is carried out by a competent electrical engineer and the results recorded. • Any damaged or faulty equipment is disposed of or removed until repairs have been carried out. • No unauthorised use of electrical tools is permitted. • NO work is permitted on Electrical Installations 	<p align="center">Remote</p>	<p align="center">Low Risk</p>
<p align="center">5. Chemical & Substance Safety</p>	<p>Splashes, inhalation, burns and damaged personal items</p>	<p>Serious injury</p>	<ul style="list-style-type: none"> • Chemicals and substances are only handled following the manufacturer’s guidelines and instructions. • Only low risk chemicals and substances are used. • CoSHH assessments are carried out on all chemicals and substances stored on site. • Chemicals etc are only handled in well ventilated areas • Rubber gloves face masks and overalls/aprons should be worn when decanting chemicals etc from one vessel to another. • Other chemicals and substances are stored in segregation in a lockable, well ventilated cupboard and in small quantities. • Chemicals are not stored one on top of the other or near sources of ignition, i.e. an electric socket or light switch • Appropriate clothing is worn when accessing chemicals etc, aprons/overalls, gloves (rubber, latex or dust free latex), protective footwear and/or face mask. • NO Pesticides to be used on site unless suitably qualified to use them, this includes Herbicides and Rodenticides. 	<p align="center">Remote</p>	<p align="center">Low Risk</p>
<p align="center">6. Fire Safety</p>	<p>Fire due to hot work, arson or horseplay</p>	<p>Serious injury</p>	<ul style="list-style-type: none"> • Annual inspections are made of all fire fighting equipment • Rubbish is not allowed to accumulate anywhere in the camp. • Large quantities of chemicals are not stored on site • Fire protection alarms tested regularly • No smoking site 	<p align="center">Remote</p>	<p align="center">Low Risk</p>
<p align="center">7. “Odd-Jobs”</p>	<p>Unqualified to use tools & equipment</p>	<p>Minor injury</p>	<ul style="list-style-type: none"> • Caretaker can only carry out jobs where he is deemed competent to do so as agreed between Camp manager and caretaker. • Must wear and use appropriate PPE where necessary? 	<p align="center">Possible</p>	<p align="center">Medium Risk</p>

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Section 2 – Action Plan for further controls

		<p align="center">Who is</p>	<p align="center">When are</p>	<p align="center">When were</p>
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Hazard needing further control?	Additional precautions needed to eliminate or reduce the hazard to at least a Medium Risk or ideally a Low Risk	responsible for implementing these controls?	these controls to be implemented?	these controls implemented?
1. First Aid	Caretaker attends an “Appointed Person” first aid course	Camp Manager		
5. Chemical Safety	Caretaker attends a CoSHH Risk Assessment course	Camp Manager		
6. Fire Safety	Caretaker has refresher training in Fire Awareness and attends a Fire Marshall/Fire Warden training course.	Camp Manager		
7. “Odd Jobs” Replacing light bulbs, fluorescent tubes; Pat testing; Replacing glazing; Installing furniture, benches in It suites etc; Hanging doors; Basic plumbing (replacing taps, washers, bleeding radiators); Replacing liquids soap, towels etc; Adjusting curtains and stage lighting etc; Accessing the school roof to recover balls etc	Caretaker to undertake modular training deemed necessary so he can work safely, i.e. the use of woodworking machinery, the use of ladders and equipment used to gain height and PAT testing. Caretaker must only use tools supplied by the Camp. All external electrical work to be carried out through 115 volts transformer with a Residual Current Device (RCD) for protection. Ladders and all access equipment to be inspected before use. Regular inspections take place of all tools and equipment	Camp Manager		
Written by Geoff Dowle. Date written: February 6th 2007. Date for review: February 2009.				

Assessment to be agreed and signed for by: Position: Date: