Risk Assessment: Glazing

Assessment agreed and signed for by:

Position:

Date:

Persons likely to be affected: Staff, Pupils, Visitors, Helpers and the Public

What task, activity or environment is being assessed?	What hazards or dangers?	Degree to potential injury?	Controls to either eliminate or reduce the risk of an accident happening.	Probability of an accident happening?	What is the risk factor?
Glazing & Windows (including transparent and translucent surfaces)		**Serious injury**	**Areas of higher risk are:** • Inside panels and doors, where any part of the • transparent/translucent surface is at shoulder height or lower. • In windows, walls, partitions, where any part of the transparent or translucent surface is at least at waist height or lower.		
	1. Accidental contact with glazing or windows	**Lacerations, fractures & impact injuries due to coming into contact with panels and broken glass**	• Any large surface area is covered with safety film or a barrier is placed in front of the surface area (safety film will need to be replaced every six to seven years depending on the use and location of the glazing) • Large areas of glazing etc are marked with pictograms or similar to make them more visible. • No ball games are allowed where there are high concentrations of glazing.	Possible	Medium Risk

			• All pedestrians should not run or conduct any activity where glass and glazing are in high concentrations, notices maybe necessary to inform pedestrians of the danger. • Barriers or guard rails should be considered to segregate pedestrians form large areas of glazing.		
	2. Damaged windows		• Any damaged or smashed windows or glazing is cordoned off immediately. • Depending on the severity of the damage and location of damaged or smashed glazing, repairs are carried out as soon as possible.	Possible	Medium Risk
	3. Pedestrian Safety		• Windows that open into paths and walkways have restraining catches fitted to stop windows opening into the path of pedestrians. • Glazed doors have a protective film over its surface or are made from safety glass to minimise the risk of injury if anyone walks or comes into contact with it. • Protective film/s should be inspected annually to assess if it needs replacing.	Remote	Low Risk
	4. Continuation sheet 1 Maintenance & Inspection		• Caretaker conducts daily walk-round inspection. • Safety Officer conducts three site inspections per year. Results are recorded and reported to the Camp Manager. • Any safety issues found during inspections are reported immediately to the Camp Manager or the person in a senior position at that time.	Remote	Low Risk
	5. New Glazing and/or Windows		• Only approved safety glass is installed to replace broken or damaged windows. • Any repaired windows and doors should have the specification that the replacement glass is of a safe standard.	Remote	Low Risk

Section 2 – Action Plan for further controls				
Hazard needing further control?	**Additional Precautions needed to eliminate or reduce the hazard to at least a Medium Risk or ideally a Low Risk**	**Who is responsible for implementing these controls?**	**When are these controls to be implemented?**	**When were these controls implemented?**
Glazing & Windows (including transparent and translucent surfaces)	**Examples of safe materials are:** Film applied to glass, polycarbonate or glass blocks, glass that breaks safely and does not leave sharp pieces or ordinary annealed glass that meets the following criteria: • 8mm max 1.1 x 1.1m • 10mm max 2.25m x 2.25m • 12mm max 3.0m x 4.5m • 15mm max any size	Camp Manager		

All risk assessments are reviewed annually in September.