Risk Assessment: Glazing

Assessment agreed and signed for by:

Position:

Date:

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

<table>
<thead>
<tr>
<th>What task, activity or environment is being assessed?</th>
<th>What hazards or dangers?</th>
<th>Degree to potential injury?</th>
<th>Controls to either eliminate or reduce the risk of an accident happening.</th>
<th>Probability of an accident happening?</th>
<th>What is the risk factor?</th>
</tr>
</thead>
</table>
| 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 |
| 2. Damaged windows  | • 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 from large areas of glazing.  | Possible | Medium Risk |
|---------------------|-------------------------------------------------------------------------------------------------|---------|-------------|
| 3. Pedestrian Safety | • 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. | Remote | Low Risk |
| 4. Continuation sheet 1 Maintenance & Inspection | • 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 |
| 5. New Glazing and/or Windows | • 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 |
|                      | • 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

<table>
<thead>
<tr>
<th>Hazard needing further control?</th>
<th>Additional Precautions needed to eliminate or reduce the hazard to at least a Medium Risk or ideally a Low Risk</th>
<th>Who is responsible for implementing these controls?</th>
<th>When are these controls to be implemented?</th>
<th>When were these controls implemented?</th>
</tr>
</thead>
</table>
| 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.