



**Risk Assessment: Workplace Safety**

**Assessment agreed and signed for by:**

**Position:**

**Date:**

**Persons likely to be affected: Staff, Children, Visitors, Contractors and Parents/Carers**

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?	The Risk Rating
Housekeeping	Fire due to accumulation of rubbish.  Obstructions, broken fixings/furniture.	Serious Injury.  Fatal due to smoke inhalation, electric shock.  Cuts scratches and slips, trips & falls.	<ul style="list-style-type: none"> <li>Rubbish bins are emptied daily; any large or unusual amounts of rubbish are communicated to the caretaker for removal.</li> <li>Fire Risk Assessment carried out and reviewed regularly.</li> <li>Any damaged or vandalised electrical sockets, equipment or cables are reported to the caretaker for repair or renewal.</li> <li>Rubbish, boxes and debris is not left in passageways.</li> <li>Any damaged fixings/furniture is disposed of or stored until repaired.</li> <li>Staff reports any damaged or unsafe fixtures, furniture, carpets, floor tiles, equipment or conditions to the caretaker.</li> </ul>	Unlikely	Medium Risk

<b>Asbestos</b>	Exposure to Asbestos fibres	Serious Condition.  Mesothelomia (cancer)	<ul style="list-style-type: none"> <li>The Camp Asbestos register is available to contractors etc. It is located in the .....</li> <li>No building or improvement works can take place until the register has been consulted.</li> <li>If it is thought Asbestos has been disturbed, the area is immediately cordoned off until deemed safe to return by an approved contractor.</li> </ul>	Unlikely	Medium Risk
<b>Halls &amp; Gymnasia</b>	Slips, Trips and Falls. Unsafe equipment	Serious Injury. Possible fractures, cuts, scratches and bruises.	<ul style="list-style-type: none"> <li>Internal play equipment is annually tested by <b>"Sportfix"</b>.</li> <li>Floor surfaces are inspected on a regular basis for defects.</li> <li>Any serious defects are either cordoned or taped off until remedial work has been undertaken.</li> <li>Any damaged windows, doors, fixings or equipment is reported to the Camp Manager/Caretaker for repair or renewal.</li> </ul>	Unlikely	Low Risk
<b>Physical Education</b>	Slips, Trips, Falls due to Physical contact with equipment or people.	Minor Injury. Bruises, cuts, scratches and possible fractures	<ul style="list-style-type: none"> <li>Guidelines contained with the <b>BAALPE 2004</b> publication</li> <li><b>"Safe Practices in Physical Education"</b> is adhered to.</li> <li>Risk assessments are available from the <b>BAALPE</b> publication.</li> <li>Visiting schools to supply their own copy.</li> <li>Children are supervised in all activities by a competent person.</li> </ul>		
<b>Chemical - Substance Safety (COSHH)</b>	Substance use, control and storage.	Serious Injury. Due to toxicity, corrosive injury	<ul style="list-style-type: none"> <li>All chemicals/substances in the school have a COSHH assessment carried out and records kept by the caretaker.</li> </ul>		

		and/or ingestion.	<ul style="list-style-type: none"> <li>• Safety Data Sheets (SDS's) have been acquired from suppliers.</li> <li>• Only products that are of a lower risk are purchased.</li> <li>• All chemicals/substances are locked in a secure cupboard.</li> <li>• Stronger products (<b>bleach</b>) are stored in minimal quantities.</li> <li>• Cleaner's cupboards are locked and accessed only by authorised people and when children are not present.</li> <li>• <b>PPE MUST</b> be worn when handling chemicals &amp; substances</li> </ul>		
<p><b>Passageways within the Camp</b></p> <p><b>All floor surfaces (classrooms, corridors, staff room, public areas etc)</b></p> <p><b>Stairs</b></p>	<p>Slips, Trips, Falls.</p> <p>Due to worn stair edges, worn carpets, pupils running and obstructions</p>	<p>Serious Injury.</p> <p>Possible fractures, cuts and bruises</p>	<ul style="list-style-type: none"> <li>• Pupils are instructed to keep left and a <b>No Running Rule</b> is enforced throughout the camp building.</li> <li>• Lighting fixtures are continually monitored so lighting is always adequate and doesn't cast shadows over stairs, steps and long corridors.</li> <li>• Handrails are inspected regularly for safety and stability.</li> <li>• Any obstructions are removed by the caretaker.</li> <li>• Spillages are cleaned up immediately</li> <li>• Wet areas or areas under repair are cordoned off and the</li> <li>• area is put out of bounds to pupils etc until repairs are completed or spillages are cleaned up.</li> <li>• Emergency exits are kept clear of rubbish</li> </ul>		

			<p>and not used as store areas.</p> <ul style="list-style-type: none"> <li>• Carpet starting to “curl” or fray is temporarily made safe with carpet tape/glue until replaced, repaired or disposed of.</li> <li>• Staff report faults or unsafe conditions to the Camp Manager</li> <li>• Coat racks and pegs are maintained in a safe condition.</li> <li>• Deliveries are put away to their appropriate storage area as soon as possible by the caretaker.</li> </ul>		
<b>Toilets</b>	<p>Slips, Trips, falls and infection.</p> <p>Due to slipping on wet floors and unclean condition</p>	<p>Serious Injury. Possible fractures, cuts and bruises</p>	<ul style="list-style-type: none"> <li>• The toilets are cleaned daily.</li> <li>• Any wet or soiled conditions are cleaned up as soon as possible.</li> <li>• Pupils are not allowed to gather or meet in the toilets for any unnecessary reason; staff regularly inspects the toilets to</li> <li>• disperse groups of pupils.</li> <li>• Only low risk cleaning materials are used to clean toilets.</li> <li>• Cleaning takes place when the camp is clear of children, when it is has finished for the day or when an emergency situation arises (accidents etc).</li> <li>• Bodily fluids are cleaned up by cleaners using appropriate PPE and the area is then sanitised using minimal amounts of bleach.</li> </ul>		
<b>Doors</b>	<p>Finger Entrapment. Walking into</p>	<p>Serious Injury. Due to trapped fingers, walking</p>	<ul style="list-style-type: none"> <li>• Doors with glass panels have a pictogram or other information at pupil and adult eye level to high-light glazed part of door.</li> </ul>		

	glass panels. Leaving doors unlocked.	into glass panels & unlocked doors leaving access to strangers.	<ul style="list-style-type: none"> <li>• Exterior doors are locked and monitored by staff.</li> <li>• Staff are made aware of the possibilities of strangers accessing the establishment through unlocked doors and windows.</li> <li>• Children are supervised during periods of moving from dormitory to dormitory or from room to room.</li> <li>• Where identified as a risk, finger guards are fitted to doors which have the potential to inflict entrapments to digits (fingers etc)</li> </ul>		
<b>Windows. (Including transparent &amp; translucent surfaces)</b>	Contact with windows. Breaking glass.	Serious Injury. Lacerations, fractures & bumps due to coming into contact with glass panels & broken glass.	<ul style="list-style-type: none"> <li>• <b>Areas of higher risk are:</b> side panels, where any part of the transparent/translucent surface is at shoulder level or below.</li> <li>• In windows, walls and partitions, where any part of the transparent or translucent surface are at waist level or below.</li> <li>• Any large surface area is covered with a safety film or a barrier is erected to separate people from the danger area.</li> <li>• Large areas of glazing are marked with pictograms or similar.</li> <li>• Windows that open onto pedestrian walkways have restraining catches so windows do not open into the path of people.</li> <li>• Glazing risk assessment carried out.</li> </ul>		
<b>Shelving</b>	Collapse of Shelves.	Minor Injury. Due to falling objects.	<ul style="list-style-type: none"> <li>• Staff is instructed not to overload shelves.</li> <li>• Heavy items are not stored above shoulder height.</li> <li>• All shelving is constructed in line with</li> </ul>		

			<p>supplier's instructions.</p> <ul style="list-style-type: none"> <li>Steps are provided for access to shelving above shoulder height to eliminate the need for staff to stand on chairs &amp; tables etc.</li> </ul>		
<b>Radiators</b>	Contact with hot surfaces.	Minor Injury.	<ul style="list-style-type: none"> <li>Fixed guards are provided where very hot surfaces offer a danger to pupil's welfare.</li> <li>Radiator valves are capped where possible (due to the age and type it may not always be possible to acquire new valve caps).</li> </ul>		
<b>Outside the Building. Playground Area.</b>	<p>Uneven surfaces. Damaged &amp; broken paving slabs. Tarmac in unsatisfactory condition.</p>	<p>Serious Injury. Possible fractures, lacerations, bruising and scratches due to slips, trips, falls</p>	<ul style="list-style-type: none"> <li>Inspections of exterior areas of the camp are made by the caretaker every day to check for unsafe conditions, open windows, pedestrian walkways/surfaces and vandalism. Any serious safety issues reported to the Camp Manager immediately.</li> <li>Playing fields are visually inspected by staff before games to check for broken glass, tins etc before the activity take place.</li> <li>Any unsafe condition/s are cordoned off or placed behind a barrier to stop children from accessing the area.</li> </ul>		
<b>Pedestrian and Vehicle Safety</b>	Contact with vehicles. Unsafe conditions.	Serious Injury	See Risk Assessment: "Vehicle & Pedestrian Interface/Safety"		
<b>Electrical Safety</b>	Electrocution, fire & burns		<ul style="list-style-type: none"> <li>All electrical equipment is tested annually; any new equipment is connected via a <b>Residual Current Device</b> before being used.</li> <li>Staff do a basic visual inspection of electrical equipment before</li> </ul>		

			<ul style="list-style-type: none"> <li>• use using the available information leaflet giving instruction</li> <li>• what to look for.</li> <li>• Any unsafe equipment is removed by the caretaker until repaired, any equipment deemed beyond repair is disposed of.</li> <li>• Cables trailed across floors are covered with a cable guard.</li> <li>• Pupils do not have access to or use electrical equipment.</li> <li>• Visiting schools that bring their own electrical equipment are offered RCD's to use</li> </ul>		
<b>First Aid</b>	No First Aid cover on site.		<ul style="list-style-type: none"> <li>• The Camp has a 4-day trained First Aiders on site to deal with emergencies.</li> </ul>		
<b>Manual Handling of Children</b>	Personal injury, injury to a child.		<ul style="list-style-type: none"> <li>• Camp staff do not have any physical contact with children unless on grounds of Health &amp; Safety. This would be to offer assistance or help in an emergency situation. The incident is recorded and a copy given to the Camp Manager.</li> </ul>		
<b>Fire Safety</b>	Arson. Lack of knowledge of fire fighting equipment		<ul style="list-style-type: none"> <li>• Visiting schools are shown the emergency arrangements on arrival at camp.</li> <li>• Fire risk assessment carried out and reviewed annually</li> <li>• Fire fighting equipment is tested annually.</li> <li>• All staff attends the Fire Awareness training session.</li> <li>• Rubbish is not stored next to the building.</li> <li>• Flammable materials are stored in very small quantities and secured in a lockable</li> </ul>		

			<p>cupboard when not in use</p> <ul style="list-style-type: none"> <li>• Staff supervises any activity where heat and fire are used after carrying out a local risk assessment</li> <li>• Weekly checks are made of the alarm systems by the caretaker.</li> </ul>		
<b>Gas Services</b>	<p>Serious Injury. Escaping gas. Potential fire. Asphyxiation.</p>	<p><b>Only CORGI registered engineers carry out maintenance.</b></p> <ul style="list-style-type: none"> <li>• <b>Staff are informed where the emergency gas "shut-off" valve is, it is situated at</b> ..... .....</li> </ul>	<ul style="list-style-type: none"> <li>• Only <b>CORGI</b> registered engineers carry out maintenance.</li> <li>• Staff are informed where the emergency gas "<b>shut-off</b>" valve is, it is situated at .....</li> </ul>		
Boiler House.	<p>Unauthorised access. Fire Hazard. No maintenance schedule.</p>	<p><b>Serious Injury.</b> Due to fire hazard, lack of maintenance, storing combustible materials.</p>	<ul style="list-style-type: none"> <li>• Only authorised persons enter the boiler house.</li> <li>• The entrance door is securely locked to stop people from gaining unauthorised entry.</li> <li>• No combustible materials are stored in the boiler house.</li> <li>• Inspection schedule for maintenance is adhered to.</li> <li>• Ventilation is good.</li> <li>• Lighting is good with no missing or damaged fittings.</li> <li>• Fire fighting equipment is available</li> </ul>	<b>Unlikely</b>	<b>Low Risk</b>

The Kitchen	Electric shock. Using Utensils. Allergic Reaction.	<b>Serious Injury.</b> Due to using blunt knives, food products & lack of maintenance on equipment	<ul style="list-style-type: none"> <li>• All cookers and ovens (gas and electrical) is maintained and tested annually.</li> <li>• All electrical equipment is PAT tested annually. New equipment is used with an RCD until tested for safety.</li> <li>• No children access or use the kitchen unless with a supervising adult.</li> <li>• All stainless steel sinks are earthed.</li> </ul>	<b>Unlikely</b>	<b>Low Risk</b>
Staffroom.	Electric shock. Fire. Out-of-date food products	<b>Serious Injury.</b> Due to lack of maintenance, fire & food poisoning	<ul style="list-style-type: none"> <li>• New furniture is purchased with fire retardant properties</li> <li>• All electrical equipment (kettles, jugs etc) are tested annually or connected via an RCD until tested for safety.</li> <li>• Fire fighting equipment is tested annually.</li> <li>• A <b>No Smoking Policy</b> is adhered to inside the camp grounds.</li> <li>• Staff that brings in their own foodstuffs is responsible for their own personal safety regarding out-of-date products.</li> </ul>	<b>Unlikely</b>	<b>Low Risk</b>
Storerooms.	Slips, Trips, Falls and Manual Handling. Injured whilst carrying, lifting, reaching or moving objects and equipment.	<b>Serious Injury.</b> Due to untidy storage, wrongful storage practices and inadequate space.	<ul style="list-style-type: none"> <li>• Heavier items are stored between knee and waist height.</li> <li>• Steps are provided to assist staff accessing items higher up.</li> <li>• Storerooms are securely locked when not in use.</li> <li>• Cleaning materials and products are stored in containers provided by the supplier and are labelled.</li> <li>• Isolating switches and valves for mains services are labelled and easily reached in case of an emergency.</li> </ul>	<b>Unlikely</b>	<b>Low Risk</b>

			<ul style="list-style-type: none"> <li>• Regular inspections are made to ensure shelving is secure.</li> <li>• Appropriate notices are posted on doors to warn people of</li> <li>• possible danger (electrical switches/gears &amp; various valves etc)</li> <li>• No clutter is allowed on the floor which could cause a slip/trip hazard.</li> <li>• Safe lifting practices should be used to lift heavy items.</li> <li>• See <b>Manual Handling Risk Assessment</b>.</li> </ul>		
Arts & Crafts	Cuts, puncture wounds, burn injury and allergic/toxic effects on the body.	<b>Serious Injury.</b> Due to using tools, glue guns and materials	<ul style="list-style-type: none"> <li>• Staff supervises pupils during Art &amp; Craft lessons.</li> <li>• Staff have access to risk assessment “<b>Arts &amp; Crafts</b>” available in the risk assessment folder.</li> <li>• COSHH assessment carried out for any substances used in practical lessons.</li> <li>• Only low melt glue guns and round-head scissors are used.</li> </ul>	<b>Unlikely</b>	<b>Low Risk</b>
Display Screen Equipment	Ergonomic, eye and posture problems		<ul style="list-style-type: none"> <li>• Staff has access to a <b>Display Screen Equipment</b> (DSE) self assessment forms available from the risk assessment folder or from the CD located in the camp office.</li> <li>• Staff that use DSE equipment as part of their daily work routine have the opportunity to have eyesight tests paid for by the camp</li> </ul>	<b>Unlikely</b>	<b>Low Risk</b>
Pond	Drowning. Vermin.		<ul style="list-style-type: none"> <li>• Pond is only used as part of a well supervised activity with staff-pupil ratios suitable for the activity.</li> </ul>	<b>Unlikely</b>	<b>Low Risk</b>



			<ul style="list-style-type: none"> <li>Any evidence of vermin (rats etc) is reported to the Camp Manager who instructs the caretaker to cordon off the area until Pest Control has visited the site to assess the problem.</li> </ul>		
Transport	Being hit by a vehicle. Unsuitable vehicle		<ul style="list-style-type: none"> <li>Visiting schools are responsible for their own transport arrangements</li> </ul>	Possible	Medium Risk
Off-Site Visits	Unsuitable Venue. Not following procedures.		<ul style="list-style-type: none"> <li>Visiting schools have access to risk assessments for activities on offer from the Camp.</li> <li>The Camp <b>"BARTON CAMP"</b> is on Bristol City Councils</li> <li>Approved List for Residential Visits venues after successfully passing a "Provider Standards Questionnaire".</li> <li>It is up to each school to approve the Camp through their own</li> <li>Educational Visits Co-ordinator (EVC)</li> </ul>	Possible	Medium Risk
Security	Assault. Theft. Dealing with potential incidents.		<ul style="list-style-type: none"> <li>Entry to the camp is controlled by electronic devices.</li> <li>Staff are given instructions to keep valuables locked away and out of sight, these can be mobile phones, laptops, handbags etc.</li> <li>If a confrontation between camp staff and visiting school staff helpers &amp; parents etc is imminent, help is called for by staff.</li> <li>If the confrontation cannot be resolved peacefully, the Camp</li> </ul>	Possible	Medium Risk



			<ul style="list-style-type: none"> <li>• Manager has the right to terminate the booking. If the confrontation escalates into violent disorder, the police should be called to assist.</li> <li>• Staff is told not to face potential violent situation on a 1-1 basis.</li> </ul>		
--	--	--	---	--	--

Section 2 - Action Plan for further controls				
Hazard needing further control?	Additional precautions needed to eliminate or reduce the hazard to at least a <b>Medium Risk</b> or ideally a <b>Low Risk</b>	Who is <b>responsible</b> for implementing these controls?	When are these controls to be implemented?	When <b>were</b> these controls implemented?
<b>Housekeeping</b>	Staff is reminded that they have a duty of care to report any unsafe conditions or practices.	Camp Manager		
<b>COSHH</b>	Staff identified as needing training to safely fulfil their work schedule has the opportunity to attend the necessary training as identified by the Camp Manager and/or Safety Officer.	Camp Manager		
<b>Toilets</b>	Cones should be purchased as an extra precaution to segregate people from danger areas when accidents etc are being cleaned up.	Camp Manager		
<b>Doors</b>	Finger guards should be	Camp Manager		

	purchased and fitted as a matter of urgency to doors and other equipment identified as needing them through the risk assessment process.			
<b>Windows</b>	<p>1. Safety film should be fitted to all windows/doors that are assessed as needing extra precautions.</p> <p>2. When replacement windows/doors are fitted, when resources allow safety glass should be purchased and fitted to all units that are under repair or in for renewal.</p>	Camp Manager		
<b>Radiators</b>	Any broken or damaged radiators or radiators with old fittings (valves and caps) should be replaced as soon as resources allow.	Camp Manager		
<b>Boiler House</b>	1. The boiler house door should remain locked at all times.	Camp Manager		
<b>The Kitchen</b>	<p>1. Food products are within their sell-by date.</p> <p>2. Pupils wash their hands before and after handling food products.</p> <p>3. Staff checks with parents if pupils are allergic to certain foods or products.</p>	Camp Manager		



	4. Staff taking lessons are competent to do so			
<b>Pond</b>	The pond has a 1.1 meter fence erected around it if pupils have unauthorised access during the school day or there is evidence of vandalism or damage caused by trespassers after normal school hours.	Camp Manager		
<b>Security</b>	<p>1. A record is kept of all incidents to determine future control measures necessary.</p> <p>2. <b>ALL</b> visitors to the site sign in and out.</p> <p>3. <b>ALL</b> school property is security marked and recorded.</p> <p>4. Staff identified as being most at risk have appropriate training.</p>	Camp Manager		

All risk assessments are reviewed annually in September.