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| **Refer to the H&S Guidance - Risk Assessment for help in completing this form.**  **Also see Appendix 1 - Matrix Table Explained to help you to calculate levels of risk.** | | | | | **Assessment Reference:** | **SC Teaching rooms 11-15** | | | | **Date:** | **14/11/23** |
| **College / Pro-Vice Chancellery:** | REKEE | | **School / Department:** | UAL Short Courses | | | **Location:** | All UAL SC Sites | | | |
| **Risk Assessment Title:** | | SC Standard teaching rooms for 11-15 year olds | | | | | | | | | |
| **Description of the task / activity / area:** | | Short Courses for 11-15 year olds taking place in and standard teaching room with no additional processes or equipment | | | | | | | | | |
| **Name(s) of Assessor(s):** | | SC Co- Ordinator | | | | | | | | | |
| **Risk Owner:** | | Tutor | | | | | | | **Review Date:** | |  |

| **Ref No.** | **What are the hazards?**  **How could they cause harm?**  **What are the possible injuries/illnesses?** | **Who could be harmed?**  (e.g. colleagues, contractors, visitors, passengers, public) | **What control measures are already in place?** | **Current risk** | | | **Detail any additional control measures needed**  (add to action plan for implementation) | **Revised risk** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Severity** | **Risk level** | **Likelihood** | **Severity** | **Risk level** |
| **G1** | **Display screen equipment**  Strain and Injury from over or incorrect use.  Headaches / Migraine | Tutors, Technicians, Short Course Learners,  Short Course Operations staff | All staff receive training on Display screen safety as part of induction  All learners receive H&S information about workspaces / breaks etc as part of induction to the space if appropriate. | **1** | **1** | **1** | Tutors to remind learners to take breaks from the screen, referring to H&S induction | **1** | **1** | **1** |
| **G2** | **Equipment and machinery**  Injury from incorrect or unsupervised use | Tutors, Technicians, Short Course Learners,  Short Course Operations staff | Short courses Tutors and Learners do not use the specialist equipment and machinery in this room. Learners are advised not to touch it.  Standard Art and design equipment: Easels, drawing boards, paper guillotine, scissors, craft knives, glue guns  Tutors advise learners of H&S guidance for the equipment and ensure that they understand the instructions.  Lino tools only to be used in conjunction with bench hooks and after guidance and with supervision.  All craft knives, scalpels and other blades to be kept in locked box. To be counted out and back in for each session.  Learners do not remain in classrooms after classes and cannot utilise any equipment outside of class times. | **1** | **2** | **2** | Tutors advised to check H&S instruction understanding by learners with ESL and advise CST of issues arising  Lino cutters / Craft Knives / Glue Guns: video and text guidance provided at point of use (courses boxes and materials store) to remind tutors to induct learners fully and correctly | **1** | **2** | **2** |
| **G3** | **Manual Handling**  Injury from incorrect processes | Tutors, Technicians, Short Course Learners,  Short Course Operations staff | Tutors and learners are not required to complete any manual handling  Any heavy lifting is requested from Estates and SC assistant staff who have more extensive training | **1** | **1** | **1** |  |  |  |  |
| **G4** | **Personal Protective Equipment**  Injury or illness form not using the correct PPE | Tutors, Technicians, Short Course Learners,  Short Course Operations staff | NO activities requiring PPE to be undertaken | **1** | **1** | **1** |  |  |  |  |
| **G5** | **Appropriate working space availability**  Accidents resulting in close working conditions. | Tutors, Technicians, Short Course Learners, | Tutors request and maintain working spaces for learners as deemed appropriate. Ensuring trip hazards are monitored and removed where possible. | **1** | **2** | **2** |  |  |  |  |
| **G6** | **Electrical safety**  Injury from electrical equipment | Tutors, Technicians, Short Course Learners,  Short Course Operations staff | All electrical items are PAT tested as required and used in line with H&S guidance.  Any faulty equipment is removed from use and reported to SC coordination team ,  Only tutors to use electrical equipment. Learners are not to use | **1** | **2** | **2** |  |  |  |  |
| **G7** | **Fire safety**  Injury or death from fire | Tutors, Technicians, Short Course Learners,  Short Course Operations staff | All Tutors complete Fire safety Training. All Learners receive a Fire safety induction at the beginning of their course.  Fire exit signs are maintained. | **1** | **2** | **2** | Fire safety to be included in video Induction standardised across all courses |  |  |  |
| **G8** | **Harmful substances**  Injury or illness from inappropriately used substances | Tutors, Technicians, Short Course Learners,  Short Course Operations staff | Short courses Tutors and Learners do not use Harmful substances in this room.  Standard Art and design Materials: PVA Glue, Acrylic paint, watercolours, pastels, pens  Tutors advise learners of H&S guidance for the materials and ensure that they understand the instructions.  Learners do not remain in classrooms after classes and cannot utilise any equipment outside of class times | **1** | **1** | **1** | Tutors advised to check H&S instruction understanding by learners with ESL and advise CST of issues arising  No other materials to be used with this age group |  |  |  |
| **G10** | **Slips and trips**  Injury from a slip or trip | Tutors, Technicians, Short Course Learners,  Short Course Operations staff | All staff and learners to be aware of the risk of items or conditions that could cause a slip or fall.  All cables to be taped down or run around the edge of the room  Learners advised to store bags and coast to the side of the room | **1** | **2** | **2** |  |  |  |  |
|  | **Safeguarding** | Tutors, Technicians, Short Course Learners,  Short Course Operations staff | At least 1 classroom assistant in addition to the tutor in the room. Tutor assistant and additional CA as numbers increase.  Classroom assistant has safeguarding remit.  Classroom assistant accompanies group on lunch breaks  11-15 learners not allowed off site during the day and have a wristband as opposed to a student card to ensure this | **1** | **1** | **1** | See full safeguarding plan |  |  |  |

**Risk Owner [mandatory] - I have overall responsibility for the risk assessment. I understand and accept the risks and how they are being managed.**

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| **Name: Anna Marlen-Summers** | **Position: UALSC Onsite Manager** | **Signature: digital** | **Date: 14/11/23** |

*If multiple departments are involved in the risk assessment, additional managers may wish to demonstrate their acknowledgement by signing below.*

**Additional Manager Acknowledgement** [optional] - I understand and accept the risks and how they are being managed, relevant to my area of control.

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| **Name:** | **Position:** | **Signature:** | **Date:** |
| **Name:** | **Position:** | **Signature:** | **Date:** |
| **Name:** | **Position:** | **Signature:** | **Date:** |
| **Comments:** | | | |

**ACTION PLAN**

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| --- | --- | --- | --- | --- |
| **Ref No.** | **Action required** | **Responsible person/s** | **Due date** | **Status / date closed** |
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**Appendix 1 - Matrix Table Explained**

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| --- | --- | --- | --- | --- | --- |
| 1. **Risk rating matrix** | | | **Severity** | | |
| **Slight harm**  **(1)** | **Moderate harm**  **(2)** | **Extreme harm**  **(3)** |
|  |  | *Health* | *Nuisance and irritation, e.g. headaches*  *Temporary ill health leading to discomfort* | *Partial hearing loss, asthma, ill health leading to permanent minor disability* | *Severe life shortening diseases, permanent disability*  *Acute fatal diseases, permanent total disability* |
|  |  | *Safety* | *Superficial e.g. bruises*  *Superficial e.g. minor cuts, eye irritation* | *Lacerations, burns, concussion, minor fractures e.g. fingers/toes* | *Multiple injuries, major fractures*  *Fatal injuries* |
| **Likelihood** | **Unlikely (1)** | *Isolated or “one off” occurrence*  *Unusual but may have happened before* | **VERY LOW** | **LOW** | **MEDIUM** |
| **Likely (2)** | *Will probably occur several times a year* | **LOW** | **MEDIUM** | **HIGH** |
| **Very likely (3)** | *Recurring and frequent, predictable* | **MEDIUM** | **HIGH** | **VERY HIGH** |

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| **Calculation of risk** |
| Use the table above to calculate the overall risk level of each hazard identified. Simply use the calculation: Likelihood (1, 2 or 3) x Severity (1, 2 or 3) to reach your overall risk level. See below for what this means in practice and what you need to do next. |

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| **Very low**  **(1)** | These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained. |
| **Low**  **(2)** | No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained. |
| **Medium**  **(3-4)** | Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period (usually no greater than within 3 months). Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences. |
| **High**  **(6)** | Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period (usually no greater than within 1 month) and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences. |
| **Very high**  **(9)** | **These risks are unacceptable**. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. **The work activity should be halted** until risk controls are implemented that reduce the risk so that it is no longer very high. **If it is not possible to reduce risk the work should remain prohibited. The H&S Team must be consulted.** |