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| **Childrens Trust** | | | **Date** | | | **27 February 2018** |
| **Health and safety risk assessment action plan** | | | **Location** | | | **Wellman building** |
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| **Specific risks** | | | | | | |
| **Hazard** | **Who is at risk and how** | **Controls** | **Risk** | | | **Actions** |
| L | S | R |
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| Stairs with horizontal rail bannister design with gaps between rails greater than 100mm. | Children at risk of falling if they climb up the bannister rails and risk of entrapment if climbing through the bannister rails. | Children to be supervised always whilst in reception and upstairs landing area. | 2 | 5 | 10 | Suggested Actions:  Consider blocking in banister to remove hazard.  Consider blocking off access to stairs so that stairs are only used when visitors are escorted between floors by staff.  Agreed Actions:  Supervision is considered a sensible approach and will be added to the Wellman Rules.  List of hazards to be made clear to visitors and placed on their visitor badges. |
| Soft seating area adjacent to stairs on ground floor | Any person but young children in particular using this area risk head injury due to contact with structure of stairs. | Supervision of children | 3 | 3 | 9 | Suggested Actions:  Consider relocate seating away from stairs.  Post sign warning of hazard  Install soft material to reduce impact should someone come into contact with structure of stairs  Fill in area under stairs to prevent access to hazard.  Agreed Actions:  Seating placement to be reviewed and a sign to be placed on the offending area. Action completed 27-02-18  FM to cost soft material by 09-03-18 |
| Reception door leading to work space not secure, can be opened from reception side. | Staff at risk of aggression due to lack of security allowing unauthorised persons into working areas. | Procedural arrangement reception staff lock door from corridor side when leaving reception unattended. |  |  |  | Suggested Actions:  Check locking arrangements on door leading from reception to office space to ensure door when locked cannot be overridden by thumb turn.  Consider locking arrangement that doesn’t rely on person to lock door?  Agreed Actions:  FM to arrange for lock to be changed around by 02-03-18. |
| Firefighting and emergency escape equipment stored in reception area | Staff and other occupants could be at risk of injury should distressed/aggressive parents use equipment as weapons against staff and other occupants.  Equipment could also be interfered with by children making it inoperable when required for use. | Firefighting equipment specified in fire risk assessment. | 3 | 3 | 9 | Review fire risk assessment to take into account this risk to determine suitable positioning of equipment.  Agreed Actions:  Kevin Cartwright is to be consulted regarding this by 09-03-18. |
| Doors to child friendly room | Young children at risk of trapping fingers in doors | Supervision of children at all times | 3 | 4 | 12 | Suggested Actions:  Fit finger guards to all doors on the Lightwoods Wing.  Agreed Actions:  FM to fit finger guards by 09-03-18. |
| Radiators in child friendly room | Children at risk of burns from hot surfaces | Supervision of children at all times | 3 | 4 | 12 | Suggested Actions:  Install radiator cover/guard in child friendly room.  Agreed Actions:  FM to fit radiator cover in child friendly room by 09-03-18. |
| Cords for window blinds | Risk of strangulation for young children | Supervision of children at all times  Ensure access to blind cords is reduced by not placing furniture or fittings that children can climb to access blind cords | 2 | 5 | 10 | Suggested Actions:  Secure cords in cleats.  Tie cords up out of harm’s way  Agreed Actions:  FM to install cleats in child friendly room by 02-03-18. |
| Windows | Children risk of opening, climbing through and falling | Window restrictors in place | 1 | 5 | 5 | No actions necessary |
| Toys | Children choking if swallowing, personal injury on damaged or broken toys. | Age appropriate toys provided  CE marked  Supervision of children at all times  Cleaning and maintenance regime in place | 1 | 5 | 5 | Agreed Actions:  Cleaning/maintenance programme to be compiled by Jackie Hodgkins and implemented by 16-03-18. |
| Free standing furniture | Children injured by toppling furniture should they attempt to climb up furniture | Supervision of children  Free standing furniture secured to walls | 2 | 4 | 8 | Suggested Actions:  Secure furniture to wall  Agreed Actions:  FM to assess the viability of affixing this furniture to the walls and how sturdy the furniture is by 02-03-18. |
| Doors can be locked from the inside | Parents could lock themselves in and staff out. And/or lock themselves in with staff (hostage situation?) | Supervision of meetings parents not to left alone in rooms. | 3 | 4 | 12 | Consider where this risk is greatest and disable or remove internal locks where required.  Agreed Actions:  Remove the locks from doors. FM to confirm costs and complete by 09-03-18. |
| Access along walkways flanked by pan drawers | Staff, Drawers opening into transit space presenting possible knocks and bumps. | Staff awareness raised of issue in building induction | 4 | 2 | 8 | Agreed Actions:  All staff to respect each other’s space – added to the Wellman Rules. |

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| **General office/building risks** | | | | | | |
| **Hazard** | **Who is at risk and how** | **Controls** | **Risk** | | | **Actions** |
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| Unauthorised persons getting into working areas. | Staff at risk of aggression from distressed parents/carers | Access to building controlled from door release operated from reception desk.  Only people with appointment allowed into building.  Doors leading from reception to work areas secured by electrical access control system. House rules require staff not to allow unknown people to tail gate.  Panic alarm available for use on reception desk | 2 | 3 | 6 | Suggested Actions:  Develop procedure for staff to follow in the event of panic alarm being activated.  Agreed Actions:  No changes required – adherence to existing security procedures. |
| Slips, trips and falls | Staff and visitors to buildings if obstacles and contamination of floors and walkways allowed to occur. | House rules stating that corridors and walkways must be kept clear of obstacles to allow clear transit space.  Spills and contamination of floors to be mopped up by staff, cleaning materials available in resource and break out spaces  Adequate lighting available throughout building | 2 | 3 | 6 | Agreed Actions:  Staff to be advised via induction process and use of Wellman Building handbook. |
| Temperature | Building occupants uncomfortable due to extremes of temperature. | Heating system in building used and adjusted to accommodate seasonal requirements (on in autumn/winter, off in spring/summer).  Windows can be opened to aid cooling if required  Staff expected to dress appropriately  Breakdowns or problems with heating to be reported to facilities management. | 2 | 2 | 4 | Suggested Actions:  In extremes of temperature request can be made to use supplementary heating and cooling.  Agreed Actions:  Individual requests must be discussed with relevant Manager. |
| Lighting | Poor visibility causing slips trips falls to any occupant. | Lighting system in place and working  Defects to be reported to facilities management | 2 | 3 | 6 | Suggested Actions:  Specific requirements to be assessed as required.  No actions required |
| Ventilation | Building occupants uncomfortable due to poor ventilation. | Windows can be opened to provide additional ventilation if required. | 2 | 2 | 4 | No actions required |
| Workstations | Staff – poor posture and set up of workstations leading to muscular aches and pains etc. | WorkRite e-learning resource for staff giving information and training on how set up work station equipment and use good posture.  Adjustable chairs provided  Business support have access to information on how to adjust chairs | 2 | 2 | 4 | Suggested Actions:  Specific requirements to be assessed as required.  Agreed Actions:  Staff to be advised via induction process and use of Wellman Building handbook. |
| Fire | All building occupants could be affected by a fire in the building | Fire risk assessment completed by SMBC fire risk assessment officer outlining firefighting equipment, fire signage, compartmentation, alarm system, emergency lighting requirements. | 2 | 5 | 10 | Agreed Actions:  Fire marshals to be designated – Jean Butler, Sarah Owen and Vanessa Jarratt.  Fire evacuation plan to be developed  Personal emergency evacuation plans (PEEP’s) to be drawn up for those people that need them. i.e. people with mobility or health issues that would hinder their independent evacuation from a burning building.  Childrens Trust designated person for fire safety to develop Level 1 fire risk assessment and maintain fire log book.  Arrangements for testing fire alarm and undertaking fire drills to be established. |
| Cleaning store and cleaning materials | Children gain access to hazardous substances and housekeeping | Store be locked at all times when not in use by cleaners | 1 | 5 | 5 | No actions required |
| Glazing panels in Lightwoods wings | Potential for breakage due to actions of children causing physical injury. | Safety glazing installed. | 2 | 5 | 10 | Suggested Actions:  Glazing survey to be checked to verify glazing standards.  Actions:  FM to action the above by 09-03-18. |

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|  | | Severity - S | |  | Likelihood - L | |  | |
|  | | 1 | No injury or illness |  | 1 | Very unlikely |  | |
|  | | 2 | Minor/first aid injury or illness |  | 2 | Unlikely |  | |
|  | | 3 | Lost time injury or illness |  | 3 | Likely |  | |
|  | | 4 | Major illness or injury |  | 4 | Very likely |  | |
|  | | 5 | Fatality/disabling injury or illness |  | 5 | Almost certain |  | |
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|  | For risks rated above 15 the additional controls and action plan MUST be completed before the activity can commence. | | | | | | |  |
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|  | For risks rated 3 to 15 consideration of additional controls must be made to ensure all that is reasonably practicable has been done (refer to relevant guidance). | | | | | | |  |
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|  | For risks rated 1 to 2 monitor and review to ensure controls remain effective. | | | | | | |  |
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