

King's House Risk Assessment

Issue 10: 27/01/20 Ant Myers

<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>	<u>What are you already doing?</u>	<u>What further action is necessary?</u>	<u>Action by whom?</u>	<u>Action by when?</u>	<u>Done</u>
Fire	Staff, visitors or students could suffer from smoke inhalation or burns	Fire evacuation procedures displayed at each fire alarm call point	None			
		Fire alarm and Dorgard fire door retainers tested weekly. One floor per week. Results filed	None			
		Emergency lighting tested monthly. Results filed	None			
		Fire alarm and emergency lighting on quarterly service contract. Visit reports filed	None			
		Fire extinguishers on annual service contract. Visit reports filed				
		All escape routes and fire exit doors have clearly marked signage	None			
		Fire drills twice a year	None			
		Escape routes and fire exit doors constantly kept clear of obstructions and combustibles	None			
		Waste bins emptied daily by cleaners and students	None			
		Emergency Action Plans in place for "Office Hours and Conference Bookings" and "Church Meetings". Both plans reviewed 12-monthly	None			
		Generator and small can of petrol locked away in metal filing cabinet in Loft	None			

		Chafing dish gel fuel cans locked away in metal filing cabinet in Loft	None			
		Small gas canisters for camping cookers locked away in metal filing cabinet in Loft	None			
Explosion	Staff, visitors or students could suffer from gas or terrorist explosions	Gas boilers, pipework and cookers on annual service contract. Visit reports filed	None			
		Emergency action plan contains section on information to obtain when a terrorist incident is suspected.	Check MI5 website 6-monthly	FM	Dec-18	
Electrical	Staff, visitors or students could suffer electrical shocks or burns from faulty electrical equipment	Sufficient sockets provided	3 monthly visual inspection of electrical sockets to be carried out and recorded	FM	Jan-19	
		Staff trained to report defective plugs or cable to building manager	None			
		Photocopier, boilers, aircon on maintenance contract. Visit reports filed	None			
		PAT testing regime for all appliances and extension leads that plug into 13A sockets	Next test due winter 2018/19			
		3-yearly testing for all fixed installation wiring	Next test due 2020			
		All new circuits tested and signed off by competent electrician. Reports filed	None			
Smoking	Staff, visitors or students could suffer from passive smoking	"No smoking" signs by both entrances	None			
		Portable cigarette bin placed 3 metres from entrance when we have events with smokers present	None			
		Request for people to move away from the entrance when smoking included on housekeeping docs	None			

Hygiene and welfare	Staff, visitors or students could experience general discomfort	Toilets have hot and cold running water, soap, alcohol hand gel and paper towels	Ongoing monitoring of performance of cleaners by Business Manager	BM		
		Water cooler by the Church Office on a service contract. Visit reports filed	None			
		Staff have either lockable desk drawers or cabinets in which to store personal belongings	None			
		Students have lockable filing cabinet in which to store personal belongings	None			
	Staff, visitors or students could suffer from food poisoning	Galley Kitchen on ground floor has a commercial fridge and is cleaned daily	Record cleaning of fridge	BM	Jan-19	
		Kitchen in USMM room has a small fridge and is cleaned weekly by students	None			
		Refreshment station on First Floor Office Corridor has a fridge and is cleaned daily	None			
		The Main Kitchen and galley kitchen have separate handwash sinks	None			
		All kitchens have antibacterial soap dispensers	Place COSHH leaflet for soap with first aid boxes	BM	Dec-18	
	Staff, visitors or students could suffer from rodent infestation	Bait boxes are situated all around building and are on a 6-weekly service contract. Visit reports filed	None			
Environmental comfort factors	Staff, visitors or students could feel too hot or cold or suffer other general discomfort	All offices and meeting rooms have natural daylight and most have window ventilation	None			
			None			
		All rooms with aircon units are on quarterly service contract. Visit reports filed	None			

		The foyer, front stairs landing and auditorium stage area have serviced potted plants. Visit reports filed	None			
		All offices and meeting rooms are equipped with rubbish bins which are frequently emptied	None			
Doors banging into people	Staff, visitors or students could be injured by people opening doors when they are the other side	Most doors to offices, rooms and corridors have vision panels in them which are cleaned regularly.	Seminar room 6 has door with no vision panel. Replace door. Door from galley kitchen has no vision panel. Add vision panels. Added to 3 year capital plan			
Slips, trips and falls	Staff, visitors or students could suffer sprains or fractures if they trip over trailing cables/rubbish or slip on spillages	When trailing cables across walkways, we cover them with a cable mat	None			
		We supply cable mats to cover extension leads in all meeting rooms	None			
		All staircases and decking steps have nosings that are clearly different in colour to the actual steps	Carry out 3 monthly inspections to ensure nosings are safely fixed down	FM	Jan-19	
		All staircases have hand rails	None			
		The floor-painted staircase has anti-slip strips fitted on all treads and landings and signs warning that they are slippery when wet	None			
		Repairs and maintenance carried out when necessary and recorded in a log	None			
		Staff trained to mop up any spills on hard-tiled or vinyl floors immediately	Introduce annual refresher sessions on cleaning	BM	Jan-19	
		When mopping hard-tiled areas, yellow "Wet floor" signs are used	Introduce annual refresher sessions on cleaning	BM	Jan-19	
		Staff are trained to remove obstructions from walkways if they see them	Introduce annual refresher sessions on cleaning	BM	Jan-19	

		The glass entrance doors have etched squares to enable the visually impaired to see them	None			
Manual handling	Staff or contractors could suffer from back pain if they carry heavy/bulky objects in awkward places	Trolley or sack barrow used to transport heavy boxes of paper, cleaning materials, maintenance materials etc.	Introduce annual refresher training sessions on manual handling for existing staff	BM/ FM	Jan-19	
Objects falling	Staff could be injured by objects falling from shelves or racking	Heavy objects are stored lower down	Put signs up about safe storage in workshop, paint store, cupboards	FM	Dec-18	
		Upper shelves should not be loaded right to the front with small objects that could fall off	Put signs up about safe storage in workshop, paint store, cupboards	FM	Dec-18	
Regular computer use	Office staff or students could suffer from upper limb disorders (RSI) from regular use of PCs or suffer headaches if lighting / picture is poor	Adjustable position medium or heavy use chairs supplied and footrests supplied where requested	Ensure staff know how to adjust equipment for own comfort. Self risk assessment to be conducted for all office staff. Introduce and record 6-monthly checks on all office chairs	KB	Jan-19	
		All offices either have Cat 2 louvres on lighting or LED panels	None			
		Venetian blinds provided to control ambient light in most offices	None			
Use of power tools	Staff could be injured by use of power tools	We have a policy of nobody using power tools while alone in the building	Remind staff annually about safe use of power tools. Also put up sign in workshop to that effect	FM	Feb-19	
		Staff are expected to wear the appropriate PPE (Safety shoes, hard hats, safety glasses, gloves, masks, ear defenders)	Introduce annual refresher training sessions for maintenance staff	FM	Feb-19	
Working at height	Staff could be injured by falling	Staff are trained in correct use of ladders and steps	Introduce annual refresher training sessions for maintenance staff	FM	Feb-19	

Dropping things	Maintenance staff or contractors could be injured by dropping things on them	Staff should wear safety boots and hard hats where necessary	Introduce annual refresher training sessions for maintenance staff	FM	Feb-19	
		Contractors are responsible for their own PPE	None			
Injury to face and hands	Maintenance staff or contractors could injure their hands, eyes or ears	Staff should wear gloves, safety glasses and ear defenders where necessary	Introduce annual refresher training sessions for maintenance staff	FM	Feb-19	
		Staff to check machine guards before use and always use them	Remind staff annually about safe use of power tools. Also put up sign in workshop to that effect	FM	Feb-19	
	Staff, visitors or students could suffer from burns or scolds from hot water boilers	Plumbed-in water boilers have yellow "Caution. Very Hot Water" stickers on them	Check stickers 6 monthly	FM		
		Small portable water boilers have yellow "Caution. Very Hot Water" stickers on them.	Check stickers 6 monthly	FM		
	Staff or students could suffer from burns from hot items removed from ovens and microwave ovens	Oven gloves are provided in the main kitchen and the 2 small kitchens	None			
Use of bleach	Direct skin contact could lead to the cleaner getting skin irritation. The vapour may cause eye irritation or breathing difficulties	COSHH data sheets on site.	None			
Other cleaning chemicals		COSHH data sheets on site. All cleaners instructed in use of chemicals when they start work	Introduce 6-monthly refresher training sessions on use of chemicals for cleaners	FM	Feb-19	
		Rubber gloves provided	None			
		Colour coding system in place with different colour mops, buckets and cloths for different areas to prevent cross-contamination	None			

Asbestos		The building was given a thorough inspection and found to contain no asbestos	None			
Stress	Staff could be affected by excessive pressure at work - from work demands, lack of job control, too little support from colleagues, not knowing their role, poor relationships, or badly managed change.		Develop stress policy	BM/ KB	Mar-19	
		Work plans and work objectives are discussed and agreed with staff at each annual review	None			