

Startright		Actual date of review: 05.11.18		Reviewed by: Stephen Grice		Next Review date: 05.11.19	
Generic Centre Risk Assessment							
Activity/Hazard	Who Affected	Consequences		Risk	Control Measures		
Lone Working	Employees	Injury Emergency Accident Potential Violence		Low	<ul style="list-style-type: none"> • All Staff to complete an itinerary and notify manager of any changes • Where possible two people to be on site at all times • Awareness of emergency arrangements and accident/incident reporting • Information in the health and safety manual • Guidance notes available on dealing with violence and aggression • Report any incidents or concerns to manager 		
Driving	Employees	Injury Emergency Accident Potential Violence Breakdown Fatigue/Stress		Low	<ul style="list-style-type: none"> • Lifts to candidates to be discouraged 		
Stress	Employees	Injury Emergency		Low	<ul style="list-style-type: none"> • Regular discussions with managers to discuss any issues 		

Electrical Equipment	Employees Learners Visitors Contractors	Injury – Electric shock, Burns Fire / Explosions Noise	Low	<ul style="list-style-type: none"> • Visual checks made on electrical equipment 3 monthly and recorded on inventory of electrical equipment. • Centre has suitable fire fighting equipment. • Ensure noise and distractions are kept to a minimum
Office Environment	Employees Learners Visitors Contractors	Eye strain Headaches Uncomfortable conditions	Low	<ul style="list-style-type: none"> • Lighting complies with DSE Regulations • Office may be heated by a small electric oil heater • A fan provided in warm weather
Welfare	Employees Learners Visitors Contractors	Physical, chemical and microbiological contamination Bacterial food poisoning	Low	<ul style="list-style-type: none"> • Suitable toilet and washing facilities are provided (hot & cold water, hand drying facilities) • Drinking water • Areas provided for preparation of hot and cold drinks • All areas in the centre is NO SMOKING
Manual Handling	Employees Learners	Pulls and strains Cuts, abrasions Torn ligaments Trapped fingers Musculoskeletal disorders Hernias Back injuries Foot injuries	Low	<ul style="list-style-type: none"> • Staff and learners given training and instruction on manual handling • Manuel handling to be avoided where possible • Guidance notes available on manual handling • Individual assessments to be completed by learners

Display screen equipment	Employees Learners	Injuries not being treated, leading to further complications	Low	<ul style="list-style-type: none"> • Uses given information and training on using display screen equipment • Uses to complete a self assessment checklist annually • Furniture/accessories provided where possible • All problems to be reported to managers
First Aid provision	Employees Learners	Fatigue, Stress Eye strain Work related upper limb disorders	Low	<ul style="list-style-type: none"> • In the 'centre' environment there is at least 1 appointed person (Stephen Grice) identified with a second identified to cover holidays and sickness • A emergency first aid person has been appointed – Stephen Grice • The names of the appointed persons will be displayed on the notice board • The centre has a first aid box and eye wash station provided
Chemicals	Employees Learners	Spillage, Injury	Low	<ul style="list-style-type: none"> • Details and instruction followed printed on label • COSHH assessments completed on all products carrying a warning symbol • First Aid arrangements in place • All staff given information and instruction and training • Products stored, handled and used according to available information • Safe products to be used where possible, obtained from approved suppliers

Fire	Employees Learners Visitors Cleaners Contractors	Injury Burns Death Property damage Explosion	Low	<ul style="list-style-type: none"> • Where applicable fire certificates are in place and the content adhered • Specific fire risk assessment checklist completed and reviewed at least annually unless any other changes occur • Suitable fire fighting equipment in place and maintained annually • Fire drills carried out at least twice a year and recorded • Checks carried out on effectiveness of arrangements • Staff given instruction information on fire safety • Use of electrical adapters kept to a minimum • All non essential electrical items to be unplugged at the end of each day • Electrical appliance checks to be conducted • All integral heating to be maintained (gas/electric)
Changing light bulbs	Employees Maintenance personnel	Injury	Low	<ul style="list-style-type: none"> • Avoid were possible unless suitable equipment is available • Ensure power is switched off • Check ladders before use (Do not use top step) • Do not work alone do not over reach
Trailing Wires	Employees Learners Visitors Cleaners Contractors	Injury Damage to equipment	Medium	<ul style="list-style-type: none"> • Keep to a minimum • Re-route or move equipment or use rubber curbing • Checks to be made on wires that have been stretched or damaged

Poor house keeping	Employees Learners Visitors Cleaners Contractors	Injury Fire Spread of infection as a result of poor hygiene	Low	<ul style="list-style-type: none"> • Good house keeping routines employed • Rubbish kept to a minimum • Work areas and welfare facilities checked on a regular basis by staff
Violent, abusive, drug, alcohol induced learners	Employees Learners Visitors Cleaners Contractors	Injury Property damage	Medium	<ul style="list-style-type: none"> • Ensure staff are briefed on the correct procedures for dealing with threats • All threats to be taken seriously, as much information to be obtained and the authorities notified • Where possible two members of staff on site at all times • Report any incidents or concerns immediately
General risks Slips Trips and falls Building evacuation	Employees Learners Visitors Cleaners Contractors	Fractures, breaks cuts and abrasions	Low	<ul style="list-style-type: none"> • All staff to have been instructed to clear up any spills either made or found by them • All trip hazards to be removed where possible cable protectors to be used when trailing cables are unavoidable • All torn carpets to be given remedial repairs ahead of replacing • Bomb and fire instruction to be displayed in a prominent place staff and candidates attention to be brought to these on induction • One fire marshal to be in place per floor

Bomb alerts	Employees Learners Visitors Cleaners Contractors	Emergency Injury Property damage	Low	<ul style="list-style-type: none"> • Ensure all staff are briefed on the correct procedure for dealing with threats • All threats are to be taken seriously, as much information is to be obtained and the authorities notified • Ensure that the assembly point is as far away from buildings as possible
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Reviewed: November 2018 - Next Review: November 2019