



Risk Assessment Form

Directorate: Environment & Culture Location/Division/Premises: Art Classroom

Date of Risk Assessment: July 2009

Type of Risk assessment (describe): Generic

Name of Person(s) carrying out Risk Assessment: Richard Statham

Signature of Risk Assessor

Date

Signature of Manager

Date

Review Record

Review Date	Reviewed by	Changes necessary	Signature
April 11	Richard Statham	Yes	



Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Pupil could trap finger under printing press	Pupil / trapped finger	Cards always placed between plates and tie to mechanism	Additional card placed under the plates			Done
Bicycles on display in the classroom may fall over and cause injury	Pupil / falling object	Bicycles tethered firmly to wall to prevent them from falling over. Prior to this work being completed, barriers erected to prevent pupils from reaching bicycles ands. Teacher was vigilant				Done
Pupil could trap finger in light socket	Pupil / electrocution	All light sockets have guard				Done
Pupil could trap finger in mangle	Pupil / trapped finger	Mangle tied up				Done
Pupil could run into printer and hurt themselves on metal parts	Pupil / collision	Screens placed to both sides of printer or in front	Pupils kept under supervision when using the room	Trish Peate / Lucy Dagger		Done
Lingering dust in atmosphere causes breathing difficulties	Pupil / teacher / staff / breathing difficulties	Air conditioning kept on at all times Rooms continually cleaned		Richard Statham		Done / ongoing



Natural history specimens on display may contain toxic chemicals which could reach the skin if the specimens are touched		All specimens tested Only specimens without toxic chemicals displayed Staff use gloves when picking up specimens / pupils told not to touch them		Learning Team		Done
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1 April 2011	Richard Statham	No	
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Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Fireplace setting could topple over	Pupil / staff by falling object	Setting placed on bracket		Richard Statham		Done
Standard lamp could topple over – shade loose	Pupil / staff by falling object	Lamp fixed		Richard Statham		Done
Small objects based around room could be pushed / smashed	Pupil / staff by falling or broken object	History teacher always present in class when pupils present		Pete Ray		Ongoing
WW2 gas masks could cause harm through suffocation / inhaling dust	Pupil / staff / toxic materials	All asbestos filters removed Asbestos masks only used in taught sessions Children may be handed masks but not allowed to put on		Richard Statham		Done
Lingering dust in atmosphere causes breathing difficulties	Pupil / staff / respiratory problems	Air conditioning kept on at all times Room continually cleaned		Richard Statham		Ongoing
Clutter on floor caused obstruction hazard to visiting schools	Pupil / staff/ falling	Clutter on floor kept to minimum		Richard Statham		Ongoing



1 April 2011	Richard Statham	No	

Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Light socket	Pupil / Trapped finger	All light sockets have guard	Pupils must be supervised by own teachers (Min ratio 1:15)			Done
Ramp	Pupils could run down ramp and fall over when entering G30	Use of ramp monitored Pupils using ramp always with teachers Ramp mentioned in risk assessment sent to teachers	Pupils must be supervised by own teachers (Min ratio 1:15)	Teachers		Ongoing
Ramp	Pupil could play on ramp railing and fall into space beyond	Use of ramp monitored Pupils using ramp always with teachers Ramp mentioned in risk assessment sent to teachers	Pupils must be supervised by own teachers (Min ratio 1:15)	Teachers		Ongoing

Ramp	Pupils could go round back of ramp as permanent barrier not in place	Barrier in place to prevent access to back of ramp	Pupils must be supervised by own teachers (Min ratio 1:15)	Teachers		Done
Pupil straying out of G30	Pupil could go through door from G30 into rest of Learning Centre and go beyond teacher's supervision	Barrier kept in place which can be easily crossed either by able-bodied person or by person in wheelchair in the event of an alarm	Pupils must be supervised by own teachers (Min ratio 1:15)	Learning Zone Team	Ongoing	Ongoing
Member of the public strays without authorisation into Learning Zone beyond barrier in G30	Pupil harmed	All adults accompanying visiting schools wear lanyards or badges and adults without lanyards / badges challenged by staff Barrier and signage, including lollipop sign and illuminated signage, set up to make it clear that the lunch area should only be entered by school parties during the school day Exit sign placed on ramp Situation monitored by Learning Zone Assistant and other Learning Zone staff throughout the day	Pupils must be supervised by own teachers (Min ratio 1:15)	Teachers / Learning team in LZ Learning Zone team	Ongoing	Ongoing

2011			
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Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
There was a small step of about an inch in the doorway	Pupils /Trip hazard	A sloping strip placed in the doorway and the change in floor level highlighted				Done 07
The soap dispensers could drip onto the floor	Pupils / Slip hazard (see attached photo)	The soap dispensers repositioned over the sinks or drip trays fitted under them				Done 07
There were small glass panels in the door, (there may well be a number of children entering and exiting at the same time) – risk of injury if broken	Pupils / breakage of panels	These panels covered with Perspex				Done 07
High water pressure could cause splashing etc leading to slippage	Pupils / teachers / slippage	The water pressure turned down				Done 07



Risk Assessment Form

Directorate: Environment & Culture Location/Division/Premises: Learning Zone Large Store

Date of Risk Assessment: 23 December 08

Type of Risk assessment (describe): Generic

Name of Person(s) carrying out Risk Assessment: Rachael Saice

Signature of Risk Assessor

Date

Signature of Manager

Date

Review Record

Review Date	Reviewed by	Changes necessary	Signature
1 April 2011	Richard Statham	No	



Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Risk of tripping on objects stacked on the floor	Staff / tripping	Objects either moved downstairs or placed on shelves/in cupboards so that they don't cause a tripping hazard		JK / Freelancers	Ongoing	Ongoing
Craft knives and other sharp tools could cause injury if left with sharp ends exposed after use	Staff / cutting	Ensure such tools are either put away in tool boxes after use or caps/protective covers are used		JK / Freelancers	Ongoing	Ongoing
<p>Paints & water pots could cause a spillage and slipping hazard if not put away after preparing a practical workshop activity</p> <p>Risk of wooden shelf unit toppling over if base not filled with heavy items to weight it</p> <p>Risk of items</p>	Staff / slipping	<p>Ensure those items are removed from desk area after work completed</p> <p>Ensure base is weighted with heavy items to stabilize it</p> <p>Ensure items stored on top of unit are placed securely & are not heavy or bulky</p>		<p>JK / Freelancers</p> <p>JK / Freelancers</p> <p>JK / Freelancers</p>	Ongoing	Ongoing



stored on top of wooden shelf unit toppling off						
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1 April 2011	Richard Statham	No	

Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Staff / pupils collide / become hit by trolleys when being moved	Staff / pupils / being hit	Learning Zone Assistant takes care to avoid this		Richard Statham / Susan Hull	Ongoing	Ongoing
Staff trip or fall due to trolley corral becoming too crowded	Staff / tripping	Trolley corral kept free of clutter		Richard Statham / Susan Hull	Ongoing	Ongoing
Staff could damage themselves in lifting heavy objects	Staff / strain	All heavy objects to be lifted by more than one staff member or with appropriate equipment Heavy objects put on lower shelves	-	Richard Statham	Done	Ongoing
Heavy objects fall from metal shelves	Staff / collision with object	Heavy metal objects put on lower levels of shelving	-	Richard Statham	Done	Ongoing
Door might be left open and pupil might enter storage room which might lead to health and	Pupil harmed by falling object, etc	Doors to be kept shut at all times	All staff using the zone asked to monitor this Learning	Richard Statham / Susan Hull	Ongoing	Ongoing



safety risk			Zone Assistant asked to monitor this at all times			
Staff trip on objects	Staff / tripping	Overcrowding avoided with plenty of space for circulation available	-	Richard Statham	Ongoing	Ongoing



1 April 2011	Richard Statham	No	

Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Staff could trip on objects / cases etc left on the floor	Staff / tripping	Objects / cases moved downstairs so that they don't cause a tripping hazard	-	Richard Statham	Done	Done
Staff could trip on cables etc	Staff / tripping	Cables kept away from areas where people might need to walk Situation with cables monitored	-	Richard Statham	Ongoing	Ongoing



Risk Assessment Form

Directorate: Environment & Culture Location/Division/Premises: Gas Hall and Learning Zone Offices

Date of Risk Assessment: 6th October 2009

Type of Risk assessment (describe): Generic

Name of Person(s) carrying out Risk Assessment: Richard Statham

Signature of Risk Assessor

Date

Signature of Manager

Date

Review Record

Review Date	Reviewed by	Changes necessary	Signature
1 April 2011	Richard Statham	No	



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Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Staff could trip on objects / cases etc left on the floor	Staff / tripping	Objects / cases moved downstairs so that they don't cause a tripping hazard	-	Richard Statham	Done	Done
In large office, staff could trip on cables to computers	Staff / tripping	All cables attached to walls	-		Richard Statham	Done
In Art office, risk of collision with metal frame just inside office	Staff/ collision	Staff careful in entering / leaving art office	Situation under constant monitoring		Richard Statham	Ongoing



Risk Assessment Form

Directorate: Environment & Culture Location/Division/Premises: Cultural Fusion Interactive

Date of Risk Assessment: 3 April 09

Type of Risk assessment (describe): Generic

Name of Person(s) carrying out Risk Assessment: Richard Statham

Signature of Risk Assessor

Date

Signature of Manager

Date

Review Record

Review Date	Reviewed by	Changes necessary	Signature
1 April 2011	Richard Statham	No	

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Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Interpretation boxes could be prised open and dangerous contents released or stolen	Public / contents released or stolen	All moveable boxes sealed with glue Boxes with heavy and dangerous items which cannot be made safe immobilised		Richard Statham	Done	Done 07
Where people have attempted to prise open boxes, sharp Perspex edges left over	Public / cuts to hand	All moveable boxes sealed with glue		Richard Statham	Done	Done 07
Interpretation boxes could be dropped	Pupils / public / box falls causing injury	Boxes with heavy items immobilized Boxes on top row and second to top row above screen replaced by decorative niches		Richard Statham	Done	Done 07
Security fasteners on boxes in some cases	Pupil or member of the public could be scratched	Barbed edges sanded down or sealed with silicone		Richard Statham	Done	Done 07

Further Information

Hazard	Additional Information

