

Dudley MBC General Risk Assessment Record

Directorate	Children's Services			
Division	Quality and Partnership			
Assessment Reference Number	7	Revision Number	1	
Date of Assessment	May 2008			
Description of Task/Activity/Premises assessed	Astley Burf OAC Weather Lane Astley Burf Stourport on Severn DY13 0SF GENERAL SITE			
People considered by this assessment	Employees / Volunteers	x	Women of child bearing age	x
	Young Persons/Children	x	Contractors	x
	Visitors (invited)	x	Members of Public	x
	Others (Specify below)			
Reference No of Linked Assessments				
Lead Assessor	Richard Lisseter			
Assessors signature				
Others involved in the assessment				
Manager	Karen Dutton			
Manager's Signature				
Date for review	6 th July 2012			

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Date of Assessment: May 2008	Revision No: 1	Managers Signature:

No	Hazard	Hazard/Risk Description	Existing Control Measures	Residual Risk (L)(M)(H)	Further Action Required
1	Coaches	Coaches Reversing	Groups to be kept away from drive area when coaches are moving on site Verbal instruction given on entry and exit from coaches	L	
2	Vehicles	Collisions with Vehicles	Car Park is Out of Bounds unless supervised by an Adult Verbal instructions given when vehicles are on site Delivery Companies made aware of Young People on site	L	
3	Ground Conditions	Slips; Trips and Falls	Verbal instructions and warnings given Mole and rabbit eradication contract with local company 'Rabbit proof' fencing erected around site Non-slip surfaces where necessary Warnings given in Wet Conditions	L	
4	Light Failure	Power Cuts	Emergency Lighting in and on exterior of all buildings Regular Checks and Inspections by Contracted Companies	L	
5	Fire	Fire on Site (See separate Level 2 FIRE RISK ASSESSMENT)	Working Fire Alarm in All Buildings Alarm Tested Weekly and Serviced Annually All groups given Verbal Instructions on Fire procedure Every Group practices a Fire Drill on Arrival Signage (fire instructions) in appropriate areas Regular extinguisher checks and Annual Service	L	

No	Hazard	Hazard/Risk Description	Existing Control Measures	Residual Risk (L)(M)(H)	Further Action Required
6	Weather	Storms and or High Winds	Pupils and Staff moved inside buildings Mobile Equipment placed inside buildings Alternative programme of activities put into place Dead wood cut from trees annually	L	
7	Emergency Closure	Emergency Evacuation of Site	In the event of the site having to be evacuated an Emergency Supplies Box is secured outside the tool shed. This contains Foil Blankets; Overshoes; Umbrellas; First Aid Kit Staff and Children to assemble outside of site next to 'Fingerpost' sign The Coach company are to be phoned and they will collect the children and staff and return them to school In the event of a night evacuation: Emergency numbers for coach are to be used and Site Manager at Saltwells EDC is to be contacted. Saltwells EDC will act as an Emergency Rest Centre	L	Check Supplies
8	Trees	Falling from Trees	Rule of NO CLIMBING TREES Verbal instructions given	L	

Dudley MBC Risk Assessment Action Plan



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Hazard No.	Further Actions Required	Planned Completion Date	Date Completed
7	Check Supplies and paperwork		

The above actions have been agreed as reasonably practicable steps to reduce risk
 Manager's Signature: _____ Date: _____

The actions referred to above have been completed.
 Manager's Signature: _____ Date: _____

Hazard Identification Prompt Sheet

This must be used as a prompt for identifying hazards and must not be considered as a comprehensive list of all hazards that may be present.

	Hazard Type	Details
Machinery	Crushing	
	Cutting / Shearing	
	Entanglement	
	Drawing-in / Trapping	
	Impact	
	Stabbing	
	Abrasion	
	High Pressure	
	Radiation	
	Electricity	
Workpractice	Highly repetitive actions	
	Stressful postures	
	Lifting / Handling	
	Mental Overload / Stress	
	Visual fatigue	
	Inadequate rest breaks	
Substances	Toxic substances (fluids/gas/mist/fumes/dust)	
	Corrosive substances	
	Irritant/Harmful substances	
	Flammable substances	
	Explosive substances	
	Biological hazards	
	Substances harmful to environment	
Environment	Hot or cold surface(s)	
	Hot or cold ambient temperatures	
	Poor ventilation/Risk of O ₂ depletion	
	Confined or limited spaces	
	Significant noise	
	Significant vibration	
	Poor lighting	
	Work heights that present risks	
	Slips / Trips	
	Vehicles	
Human Factors	Inconsistent application of rules	
	Low levels of supervision/monitoring	
	Poor communication	
	Poor information	
	Lack of knowledge	
	Poor training	
	Lack of experience	