

Viking Care

Ashmount, Lower Northdown Avenue, Margate, CT9 2NJ

Location: Ashmount

Title : LSC Risk Assessment	Date of Assessment : 18/08/2020	Risk Assessor : Andy Arnold
Risk Assessment Reference : LSC1	People involved in making this assessment : Andy Arnold	
Task/ Process : LSC conforms to high standards.	People at Risk : Employees, Contractors, New and Expectant Mothers, Service Users	

Hazard : Environmental Temperature related conditions, eye strain, heat exhaustion, chill etc.
Control Measures:
1. Suitable measures [specify curtains, blinds etc.] to prevent glare and heat from the sun.
2. Air conditioning units provided. Subject to annual maintenance
3. Gas fired central heating system [or specify alternative} capable of maintaining suitable winter temperatures provided. System subject to routine maintenance by
4. Adequate natural ventilation is provided by opening windows { forced ventilation system - specify}.

Hazard : Furniture and fixtures Various injuries as a result of poorly maintained equipment.
Control Measures:
1. Hot surfaces (radiators, pipework etc.) are suitably protected where children [young people or vulnerable individuals ...specify...] might come into contact with them,
2. . Where window restrictors are fitted to upper floor windows they are maintained in good working condition with regular recorded inspections. The reports are held by
3. All furniture is in a good state of repair and suitable for the size of the staff member, child, student or visitor. (specify)
4. Permanent fixtures e.g. cupboards, shelving, display boards, interactive white screens are securely fastened and in a good state of repair. .

Hazard : Work at height Falls resulting in bruising, fractures etc.
Control Measures:
1. Working at height is avoided wherever possible.
2. Step-up stools or stepladders available. Regular recorded checks that they remain in a good state of repair. Records held
3. Staff have been given training, instruction and information on working at height. Records held by
4. Staff instructed to wear suitable shoes at all times.

Hazard : Violence, threatening behaviour Physical or psychological harm.

Control Measures:

1. Sanctions issued to students as needed.
2. Specialist behavioural training provided from time to time on inset days with records available.
3. . Behavioural policy in place.
4. Adequate supervision levels for the number and type of children [pupils or students].

Hazard : Uneven, Wet or Slippery Floors Slips, trips, falls, striking objects resulting in bruising, tissue damage, fractures etc.

Control Measures:

1. Trailing electrical leads are kept to a minimum and routed along walls and behind furniture . Where cables need to cross walkways pedestrian cable covers or mats are used.
2. . Gangways and walkways are kept clear of chairs, desks, bags and other obstructions
3. Changes in floor level are highlighted.
4. Floors and flooring is maintained in a good state of repair. A hazardous condition reporting procedure allows staff to raise concerns for action whenever an unsafe condition is spotted.
5. Access stairs or ramps are provided with handrails.
6. Procedures are in place to deal with spillages.
7. . Sufficient, bright lighting is provided to illuminate pedestrian routes, access and egress.

Hazard : Stress (work Related) Psychological problems and physiological manifestations.

Control Measures:

1. Workloads are regularly reviewed to give staff an input and degree of control over workloads.
2. Stress risk assessments are conducted as appropriate. Treated as confidential in most cases these are held
3. Return to work interviews held after every absence will make sure that those returning to work from stress related illness have their workload, tasks and situation reviewed to prevent a recurrence.
4. Staff have access to counselling services through [provider name ...].
5. Training needs have been identified and they have been given the information and instruction needed to undertake their roles.
6. Routinely discussed and considered at staff meetings (recorded in the minutes) and at senior management team meetings. Staff are told that they can report stress related issues to a member of the senior leadership team who will offer support, advice and help.

Hazard : Manual handling Manual Sprains, strains and other musculoskeletal conditions

Control Measures:

1. Sack trucks, trolleys [or specify other lifting and transportation aids] are available. Staff have been shown how to make best use of these. The equipment is regularly checked to ensure that it is in a serviceable state of repair.
2. Heavy items are stored at waist height; light items below or above waist level.
3. Heavier or bulky loads are broken down into smaller, lighter loads where possible.
4. Staff are instructed not to attempt to lift items that approach the limits of their capabilities.
5. All staff are given basic manual handling instruction, information and training. Records are held by Regular refresher training is conducted on inset days.

Hazard : Hazardous Substances Ill-health due to ingestion, absorption or inhalation of hazardous substances.

Control Measures:

1. Suitable spill procedures in place.
2. Staff are provided with suitable training, information, instruction and refresher training related to the use of chemicals and substances in classrooms with records kept.
3. Cleaning materials used in classrooms are selected to be hazard free or of minimal risk (Safety Data Sheets on file) when in use. Cleaning is done when children [pupils, students] are not present. There will be no residual risk.
4. Hazardous substances are used during technology and science sessions and a separate risk assessment has been prepared for that activity. Elsewhere hazardous substances are not used during learning times; we only use non toxic paints, adhesives, crayons and pencils for class activities..
5. No hazardous substances used during learning times; we only use non toxic paints, adhesives, crayons and pencils for class activities..

Hazard : Fire Smoke inhalation, burns

Control Measures:

1. A suitable and sufficient fire risk assessment has been conducted by The issues raised for action have been dealt with [or are in hand].
2. The fire risk assessment is reviewed on an annual basis or when there is any major change to the building, fire safety systems or occupancy.
3. . A new risk assessment is conducted at least every five years or following any significant change.
4. . Fire exits and escape routes are always unobstructed.
5. Personal Emergency Evacuation Plans (PEEPs) are prepared for vulnerable students and staff. They are held by Classroom staff have been made aware of those concerning children [pupils] in their care.
6. The fire evacuation procedure is clearly displayed[location(s)]
7. . Fire drills are conducted termly. A fire drill is always carried out within the first six weeks of each new school year
8. All staff have received basic fire safety training. Those with specific duties for evacuation or other fire safety issues have been given additional instruction and training pertinent to their role. All training has been recorded and is held
9. . Portable fire fighting equipment is in place as advised and specified by our fire risk assessor.

Hazard : Electrical Electric shock, burns, fire.

Control Measures:
1. The school has a current electrical condition certificate in place.
2. All items of portable electrical equipment are subject to a periodic inspection and testing on a risk based approach.
3. Regular visual inspections of the condition of electrical equipment are made by staff in order to identify kinked or damaged flex and cables, damaged plugs or sockets, burn or scorch marks and the general condition of the equipment
4. Damaged electrical equipment should be removed from use immediately and reported using a suitable, documented hazard reporting procedure.

Hazard : Display Screens Musculoskeletal disorders, fatigue, stress.
Control Measures:
1. All staff who use computers for periods of more than an hour a day complete the display screen equipment (DSE) assessment checklist and undertake its periodic review.
2. Pupils are advised of good practice, posture and ergonomics when using IT equipment.
3. Regular breaks (5 minutes every hour) are taken away from DSE equipment.
4. Staff are provided with chairs that are stable, moveable, comfortable and with an adjustable backrest and seat height.
5. Laptops are not used for excessive periods. Where staff are expected to use laptops for more than 2 hours a separate screen is provided.
6. Eyesight tests are provided for DSE users on request.

Hazard : Asbestos Mesothelioma, asbestosis, pleural disease, pneumoconiosis and other respiratory conditions.
Control Measures:
1. Asbestos survey conducted. Report held by and available at all times.
2. Asbestos management plan in place. Held by
3. Details of the location of asbestos containing materials and their condition have been given and explained to staff.
4. . Information and guidance given to staff on securing children's [pupils'] work to walls or ceilings with asbestos containing materials..

Documents Associated with this Risk Assessment:	
Review Date : 18/08/2021	Reviewer : Andy Arnold