



# STANDARD RISK ASSESSMENT FORM

## Risk assessment covering medium risk activities led by York Learning

Medium

RISK ASSESSMENT DETAILS	RISK RATING MATRIX
-------------------------	--------------------

**Work area** -

**Site** -

**Location of activity** Various

**Reference** CYC/RA/01907

**Risk rating** 14

**Details of activity**  
 General risk assessment covering activities deemed low risk in the York Learning Health and Safety handbook (Category 3) - programmes and activities that involve the use of some equipment or specialist facilities. These include: all computer classes, Maths and English for the Workplace classes that use blended learning, dress making, craft classes that use equipment, beauty and beauty therapy classes, art classes, cookery, bike maintenance, soap making, music classes, Work Based Learning and Routes 2 Success training classes. Note that some individual learners on Routes2Success classes may require their own individual risk assessment if they present challenging behaviours or are deemed at risk of injury/self harm/have specific health needs.

**Date of assessment** 13/02/2018

**Review date** 07/12/2021

**Assessor carrying out risk assessment** Will Harris

**Name of employee consulted** Sandra Barrett, Angie Padfield, Claire Douglas

**Authoriser** Fiona Himsworth

**POTENTIAL HARM**

**Catastrophic** Fatal injury

**Major** RIDDOR reportable Specified Injuries/Diseases/Dangerous Occurrence

**Moderate** Serious injury likely to result in a RIDDOR reportable 7 day injury

**LIKELIHOOD**

**Highly Probable** The event is extremely Foreseeable More likely to occur

**Probable** The event is very Foreseeable

**Possible** The event is Foreseeable

**Unlikely** The event is not very Foreseeable

**Minor** Multiple minor injury

**Insignificant** Individual minor injuries

Catastrophic	17	22	23	24	25
Major	12	18	19	20	21
Moderate	6	13	14	15	16
Minor	2	8	9	10	11
Insignificant	1	3	4	5	7

Remote      Unlikely      Possible      Probable      Highly Prob

COLOUR	SCORE	ASSESSMENT	REQUIRED ACTION
	1 - 5	Very Low	No action required
	6 - 10	Low	No action required
	11 - 15	Medium	Review/add controls
	16 - 19	High	Review/add controls
	20 - 22	Urgent	Review/add controls *
	23 - 25	CRITICAL	WORK MUST STOP *

\* Seek advice from the H&S Team

# STANDARD RISK ASSESSMENT FORM

## Risk assessment covering medium risk activities led by York Learning

**Medium**

### HAZARDS

Related Activities	Hazard	Risk	Persons at Risk	Existing Controls	Possible Outcome Potential Harm	Likelihood	Current Risk Rating with Existing Controls	Further Controls?
	Fire	Smoke inhalation/burns	Customers Employees	All centres and venues used by York Learning have fire evacuation procedures, working fire alarms which are tested weekly, extinguishers/fire blankets/both available, registers are taken at the start of every session, tutors are told location of fire evacuation points in tutor pack given at start of every class, fire doors are always indicated with correct signage.	Major	Remote	12	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Set out or rearrange furniture for class	Manual handling - lifting	Strain or sprain (causing MSD injury)	Customers Employees	If possible, tutor to set up room before learners arrive reducing risk to learners of manual handling. If not possible to do this, tutor to model correct method of manual lifting of furniture as part of induction session to class for all learners and repeat for late starters to the class in their induction. Tutors working in outcentres or libraries should ask centre/library staff for help moving large/heavy items rather than seeking to do it themselves/asking learners for help.	Minor	Unlikely	8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Trailing wires, other tripping hazards	Slipping/tripping	Falling	Customers Employees	Tutor carries out visual check of room and entrance/exit to room they are using prior to learners arriving. As part of induction procedure for learners, all learners are instructed to keep bags/coats hung up/under furniture and to alert the tutor if they see a trip/slip hazard	Minor	Remote	2	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

# STANDARD RISK ASSESSMENT FORM

## Risk assessment covering medium risk activities led by York Learning

**Medium**
**HAZARDS**

Related Activities	Hazard	Risk	Persons at Risk	Existing Controls	Possible Outcome Potential Harm	Likelihood	Current Risk Rating with Existing Controls	Further Controls?
Use of audio and visual aid equipment	Electrical Equipment	Electric shock	Customers Employees	Tutors aware they should not use equipment that is not PAT tested	Moderate	Unlikely	13	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Use of equipment involving blades or cutting	Handling sharp objects	Cuts/bruises	Customers Employees	Tutors to instruct learners in safe use of equipment before learners use equipment. Tutors visually monitor equipment use during class. If any equipment being used has a protective cover or guard, this must be used as appropriate during the class. Tutors reminded to instruct learners about safe blade use via publication of risk assessment to all tutors	Minor	Unlikely	8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Use of chemicals/solvents in arts/craft activities	Hazardous materials (COSHH, chemicals, biological agents)	Irritation to eyes/skin/respiratory system	Customers Employees	Tutors plan sessions to minimise use and exposure of chemicals/solvents wherever possible. Tutors control the use of chemicals, including distribution to the learners, and use in small quantities only. Where chemicals/solvents are being used in the session, wherever practical windows should be opened and/or air conditioning system turned on and/or fans used to ensure fresh air is circulating around the room. Tutor to instruct learners before chemicals/solvents are used in the use and safe disposal at the end of the session of chemicals/solvents	Minor	Unlikely	8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Use of specialist equipment eg glue guns, soldering irons, glass/mosaic cutters sewing machines	In-experience/young person using equipment	Burns, scalds, blisters, cuts, risk of injury from electric shock	Customers	Tutors model safe use of equipment during sessions. Tutors instruct learners in safe use of equipment. Tutors visually monitor equipment use during session and can stop a learner using equipment	Minor	Unlikely	8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# STANDARD RISK ASSESSMENT FORM

## Risk assessment covering medium risk activities led by York Learning

**Medium**

### HAZARDS

Related Activities	Hazard	Risk	Persons at Risk	Existing Controls	Possible Outcome Potential Harm	Likelihood	Current Risk Rating with Existing Controls	Further Controls?
				if after being shown and reminded they continue to use equipment in an unsafe way which could result in them or another learner/member of staff being hurt. If learners bring in own equipment, eg their own mosaic cutter, staff to visually inspect equipment before use and have power to insist learner uses York Learning provided equipment if necessary. If learner has brought in own equipment and is given ok to use it by tutor, only that learner to use their own equipment - equipment is not to be shared between learners as that would make York Learning responsible for the condition of it				
Use of cookers	Hot materials/equipment	Burns/scalding	Customers Employees	Tutor instructs learners in safe use of cookers and pans etc. Number in classes restricted depending on number of cookers.	Moderate	Possible	14	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Food preparation in cookery classes	Food poisoning	Acute sickness	Customers Employees	Tutor instructs learners about hygienic food preparation as part of induction and continues to remind throughout course. Tutor monitors learner food preparation and can prevent learners from cooking what they have prepared if the tutor has concerns. Tutors to visually inspect learner ingredients if brought from home/outside session and can prevent learners from using those ingredients if the tutor has concerns.	Minor	Possible	9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

# STANDARD RISK ASSESSMENT FORM

## Risk assessment covering medium risk activities led by York Learning

**Medium**
**HAZARDS**

Related Activities	Hazard	Risk	Persons at Risk	Existing Controls	Possible Outcome		Current Risk Rating with Existing Controls	Further Controls?
					Potential Harm	Likelihood		
Spillage of liquid on the floor whilst cooking	Slipping/tripping	Falling	Customers Employees	Tutor to visually monitor room where class is taking place and verbally alert class to spillage if one occurs. Learners to be told to report spillages to tutor as soon as they occur	Minor	Unlikely	8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Computer classes - using PC s	Display Screen Equipment; incorrect set up/poor posture	Musculoskeletal injury, eye strain, headaches	Customers Employees	Classes use approved computer chairs. Tables on which PC s are positioned are correct height. Induction procedure for IT classes covers how to adjust chair accordingly and goes through correct distance from screen and how to position your hands on the keyboard.	Minor	Unlikely	8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Washing up in cookery classes	Sharp surfaces	Cuts or puncture wound	Customers Employees	When washing up in cookery classes, sharp objects such as knives, scissors and any other sharp edged/pointed cookery utensil to be placed on the side of the sink, then washed and taken straight back out again, not put into a bowl/sink full of washing up liquid and water and left. This prevents puncture wounds/cuts due to hands/fingers making contact with sharps under water if the learner is using washing up liquid and cannot see	Moderate	Remote	6	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Use of chemicals (eg acetone) in nail treatments in beauty classes	Hazardous materials (COSHH, chemicals, biological agents)	Irritation to eyes/skin/respiratory system	Customers Employees	Tutors plan sessions to minimise use and exposure of chemicals/solvents wherever possible. Tutors control the use of chemicals, including distribution to the learners, and use in small quantities only. Where chemicals/solvents are being used in the session, wherever practical windows should be opened and/or air conditioning system turned on and/or fans used to ensure fresh air is	Minor	Unlikely	8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

# STANDARD RISK ASSESSMENT FORM

## Risk assessment covering medium risk activities led by York Learning

Medium

### HAZARDS

Related Activities	Hazard	Risk	Persons at Risk	Existing Controls	Possible Outcome Potential Harm	Likelihood	Current Risk Rating with Existing Controls	Further Controls?
				circulating around the room. Tutor to instruct learners before chemicals/solvents are used in the use and safe disposal at the end of the session of chemicals/solvents				
Hot Stone massage treatment in beauty class	Hot surfaces	Burns/scalding	Customers Employees	Stones are heated using specialist heating equipment to temperature equivalent to hot water coming out of a tap. NOT SCALDING temperature. Staff supervising all have basic first aid training. Trainees are shown correct first aid procedure in event of trainee or customer feeling that the stones are a temperature hotter than standard/the customer or trainee is comfortable with. Customers sign forms indicating they are aware of nature of hot stone message and that their body will be coming into contact with hot stones before treatment commences.	Minor	Unlikely	8	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Hazard risk rating key:-**

- 1 - 10    Green    - NO ACTION required**
- 11 - 19    Amber    - ACTION required**
- 20 - 25    Red    - IMMEDIATE ACTION required**

**Additional Risks**

Does this activity involve additional risks if performed by:-

Young persons  Yes  No

New and expectant mothers  Yes  No

There are no additional risks  Yes  No

New/expectant mothers should not be asked to move furniture



# STANDARD RISK ASSESSMENT FORM

## Risk assessment covering medium risk activities led by York Learning

Medium

### ACTION PLAN

Hazard/Risk	Further Controls <b>H&amp;S Team Comments</b>	Action Taken	To Be Actioned By		Action Complete Date	Under Control of the Dept?
			Person Tasked	Date		
Electrical Equipment  Electric shock	Community coordinators to record whether equipment at outcentres is PAT tested Tutors reminded with information in tutor pack that they should not use any equipment that is not PAT tested and to inform centres of any equipment which does not have an electrical PAT test sticker York Learning to provide PAT tested electrical extension cables with circuit breakers to outcentres for staff to use when using electrical equipment	-				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
In-experience/young person using equipment  Burns, scalds, blisters, cuts, risk of injury from electric shock	Learners to not use their own equipment in sessions unless it has already been PAT tested if electrical. York Learning staff to only use extension cables which have been PAT tested and have circuit breakers in when using extension cables to plug in electrical equipment.	-				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



## STANDARD RISK ASSESSMENT FORM

### Risk assessment covering medium risk activities led by York Learning

Medium

Hot materials/equipment

All cookery classes to be carried out in outcentres. All outcentres have first aid boxes on site. Only run cookery classes when at least one member of staff with first aid training is on site. Ideally, the tutor should have first aid training. Tutors reminded to instruct learners on safe practice when using cookers and boiling liquids via publication of risk assessment.

-

Yes

No

Burns/scalding

Food poisoning

Tutors delivering cookery courses or involved in a course which includes food preparation to have an up to date Food Hygiene Certificate. Tutors reminded about the importance of systematically reinforcing the food hygiene message via publication of risk assessment.

-

Yes

No

Acute sickness

Slipping/tripping

Community coordinators in centres to ensure centre has equipment on site to deal with spillages. If sessions are taking place in centres with no spillage equipment on site, tutor to take along rolls of kitchen paper or bucket/mop or similar

-

Yes

No

Falling

Display Screen Equipment;  
incorrect set up/poor posture

Instructions to tutors via publication of risk assessment to ensure that learners spend no more than one hour continuously at the computer

-

Yes

No

Musculoskeletal injury, eye strain, headaches

#### AUTHORISATION





# STANDARD RISK ASSESSMENT FORM

Risk assessment covering medium risk activities led by York Learning

Medium

**Authoriser  
comments**

**Authoriser** Fiona Himsworth  
**Date authorised** 07/12/2020

**LINKED ASSESSMENTS**

Type	Assessment Reference	Title
------	----------------------	-------

**LINKED DOCUMENTS**



# STANDARD RISK ASSESSMENT FORM

Risk assessment covering medium risk activities led by York Learning

Medium

## WORKPLACE INSTRUCTIONS

Step by step instructions

## TRAINING COURSES REQUIRED FOR THE TASK

Job Title	Course Name
-----------	-------------

## INOCULATIONS/HEALTH SURVEILLANCE REQUIREMENTS

### Inoculations

- Hepatitis A     Hepatitis B     Tetanus

### Health Surveillance Requirements

- Lung function     Skin     Noise     Vibration



# STANDARD RISK ASSESSMENT FORM

## Risk assessment covering medium risk activities led by York Learning

Medium

### OBSERVATIONAL MONITORING

Look at the activity taking place - are the controls identified in the risk assessment & workplace instruction in place and being followed appropriately? Also consider equipment, PPE, training, contractors etc

Action(s) Required	Date to Complete	Date Actioned

Name and signature of manager carrying out monitoring:

Date:

Name and signature of employee(s) being monitored:

Date: