

**Staffordshire County Council
General Risk Assessment Record Form**

1. Section/Service/Team: Early Years Service

2. Assessor(s):

3. Description of Task/Activity/Area/Premises etc: This risk assessment covers all phase 2/3 Children's Centres whether they are stand alone centres or rooms situated within other establishments such as schools, Parish Council Buildings etc..

4. Hazards and Risk

- A. Contact with Electricity
- B. Contact with fire and/or inhalation of smoke
- C. Use of display screen equipment leading to individuals users ill health – create additional hazards on site, e.g. trailing cables
- D. Use of hazardous substances
- E. Potential violence/lone working
- F. Contractors working on site – trips over materials, tools and trailing cables, falls and falling materials, use of hazardous substances, generation of dust, high noise levels, fire risks from hot work etc.
- G. Contact with clinical waste – cleaning up bodily fluids such as blood and vomit etc Discarded syringes
- H. Falls from work equipment (kick stools/stepladders/ladders etc)
- I. Lack of first aid provision
- J. Bomb threat and suspicious packages
- K. Injury through manual handling
- L. Cleaning Contractor's Operations – general hazards e.g. trailing cables, slippery floors from wet or recently polished floors etc – use of powered cleaning equipment; vacuum cleaners and floor polisher
- M. Contact with glazing – glass cuts etc.
- N. Exposure to Legionella/risk of scalding
- O. Disposal of waste – if allowed to accumulate may present a physical hazard such as slips or trips. Additional hazards are fire and vermin
- P. Collision with traffic movement on site
- Q. Disposal of spent light bulbs and tubes – glass, cuts, fire risk when sodium contacts water, health hazards in the case of mercury and phosphor release
- R. Kitchen Equipment/Area - burns, cuts etc. from Kettles/Toasters/Microwaves/Washing Machines/Dish Washers/Fridges
- S. Exposure to Asbestos Materials

FSF 19

- T. Fixed Outdoor Play Equipment - Injury due to defective play equipment
- U. Window Blind Adjustment Cords – Strangulation
- V. Finger Guard Protection Devices - Entrapment of fingers
- W. Snow & Ice - Slips, Trips & Falls

| What are the hazards? | Who might be harmed and how? | What are you already doing? List the control measures already in place | What is the risk rating – H, M, L? See section 5 | What further action, if any, is necessary, if so what action is to be taken by whom and by when? | Action Completed State the date completed and sign | What is the risk rating now – H, M, L? See section 5 |
|---|-----------------------------------|--|---|--|---|---|
| A. Contact with electricity | All users of the Childrens Centre | <p>The fixed electrical installation within the premises is included within County Property Services rolling programme of inspections and testing. It is carried out by a competent electrical contractor acting on behalf of CPS every five years.</p> <p>A competent electrical contractor carries out regular periodic (usually annual) inspection and testing of all portable electrical equipment (items fitted with a plug).</p> <p>Where appropriate electric plug socket covers in place to protect service users.</p> <p><i>Information is also made available to employees via the Corporate intranet site Health & Safety/ Policies/Electrical Safety</i></p> | | | | |
| B. Contact with fire and/or inhalation of smoke | All users of the Childrens Centre | A full fire risk assessment has been completed for the premises that details the fire hazards and where appropriate, suitable safe control measures to be implemented. This is reviewed on an annual basis. | | | | |

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|--|------------------------------|--|---|---|---|---|
| | | <p>A set of emergency procedures has been compiled so that staff are aware of the procedures to be adopted in the event of an emergency. These procedures are conveyed to service providers during the induction process. Fire drills are undertaken at least every six months and recorded in the fire log book.</p> <p><i>Information is also made available to employees via the Corporate intranet site Health & Safety/Policies/Fire Safety</i></p> | | | | |
| C. Use of display screen equipment leading to individuals users ill health – create additional hazards on site, eg trailing cables | Employees | Display Screen Equipment (DSE) users on site are identified by line managers who ensure that the County Council's arrangements for looking after DSE users are implemented. All DSE users work through a power point presentation and complete a DSE self user checklist every twelve months, if this identifies any problems which cannot be sorted out locally, a formal DSE risk assessments is | | Completion of the individual DSE checklists will identify the level of risk and control measures to be implemented. | | |

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|--------------------------------|-----------------------------------|--|---|--|---|---|
| | | <p>requested.</p> <p><i>Information is also made available to employees via the Corporate intranet site Health & Safety/ Policies/Display Screen Equipment (DSE)</i></p> | | | | |
| D. Use of hazardous substances | All users of the Childrens Centre | <p>Substances requiring a Control of Substances Hazardous to Health (COSHH) risk assessment are identified and risk assessments carried out, information is provided to all employees who use or have access to these substances.</p> <p>As regards to the contract cleaners, sufficient secure accommodation is provided for the storage of hazardous cleaning chemicals to ensure that employees and visitors do not come into contact with them. These substances have been risk assessed by Cleaning Services, and their members of staff have received training and are informed of the precautionary measures to be taken when used. Hazard information on</p> | | Completion of the individual COSHH risk assessments will identify the level of risk and control measures to be implemented | | |

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|------------------------------------|------------------------------|---|---|--|---|---|
| | | <p>all chemicals used or stored within the building is contained with the Cleaning Services Health & Safety Manual, a copy is kept on all sites.</p> <p><i>Information is also made available to employees via the Corporate intranet site Health & Safety/Policies/Hazardous Substances</i></p> | | | | |
| E. Potential violence/lone working | Employees | <p>Need to list what is in place</p> <p>For example</p> <p>There is no history of any physical violence taking place on this site.</p> <p>Employees have been issued with personal alarms; panic alarm system in place at Reception that is linked into the police.</p> <p>The parking area is well lit with security lighting, offering adequate illumination which ensures that employees can see any</p> | | | | |

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| | | <p>persons intent on causing harm or theft.</p> <p>Any employees planning on working late are encouraged to move their car closer to the building once it has gone dark.</p> <p>All buildings are secured by coded locks, only employees have access into the building, the lock codes are changed on a regular basis, or in response to a breach of security.</p> <p>A booking in system is in place for all visitors and contractors. All visitors are accompanied to and from offices, unless they are County Council employees who are known by the premises staff.</p> <p>Staff handling money ensure it is kept out of sight and it is banked on alternate days/differing times.</p> <p>Early Years Childrens Centre procedures</p> | | | | |

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|-----------------------|------------------------------|---|---|--|---|---|
| | | <p>require Service Providers/Employees to report all accidents that include violent incidents both verbal and physical</p> <p>Occasional lone working is undertaken within the office in late evening. To control this staff are not permitted to remain on site when the caretaking staff have left unless specific arrangements are made beforehand.</p> <p>There are panic buttons installed in the main reception, the locations are documented. Arrangements are in place for Service Providers/Employees to follow if this panic button is activated.</p> <p>Employees who are considered to be vulnerable attend training on “dealing with difficult and potentially aggressive behaviour”</p> <p><i>Information is also made available to</i></p> | | | | |

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|--|--|--|---|---|---|---|
| | | <i>employees via the Corporate intranet site Health & Safety/Policies/Lone Working</i> | | | | |
| F. Contractors working on site – trips over materials, tools and trailing cables, falls and falling materials, use of hazardous substances, generation of dust, high noise levels, fire risks from hot work etc. | Employees/ Service Providers/ Service Users/ Public | <p>The County Council has arrangements in place for the use of contractors working on County owned premises. The premises manager, who has had suitable training, is required to complete a hazard information exchange form with the contractor’s representative before any work commences on the premises, thus ensuring that any precautionary measures are agreed by both parties prior to any work commencing on site.</p> <p>These arrangements also cover the management of asbestos within the premises.</p> <p><i>Information is also made available to employees via the Corporate intranet site Health & Safety/Standard Forms/Asbestos Forms/Hazard Exchange Form (HSF 46)</i></p> | | Completion of the hazard information exchange form will identify the level of risk and control measures to be implemented | | |

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|---|-----------------------------------|--|---|--|---|---|
| G. Contact with clinical waste – cleaning up bodily fluids such as blood and vomit etc Discarded syringes | All users of the Childrens Centre | <p>There are arrangements in place for dealing with such waste.</p> <p>Body spills packs are available for employees/service providers to use in the event of having to clean up any spillage of bodily fluids.</p> <p>Hygiene refuse bins are also provided for the removal of clinical waste and these are serviced on a regular basis.</p> <p><i>Information is also made available to employees via the Corporate intranet site Health & Safety/Policies/Infection Control Policy/Pdf Document</i></p> | | | | |
| H. Use of work equipment (kick stools/stepladders/ladders etc) | Employees/ Service Providers | <p>There are arrangements in place for the inspection of ladders, stepladders and kick stools kept on site whereby equipment is individually identified and subjected to a recorded 6-monthly inspection.</p> <p>Contractors on site are required to use their</p> | | | | |

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|---------------------------------------|--|---|---|---|---|---|
| | | <p>own equipment which must be suitable for its intended use, and no ladders or stepladders should be lent to them. Equipment is only used by officers from SCC County Property Services when necessary.</p> <p><i>Information is also made available to employees via the Corporate intranet site Health & Safety/Policies/ Work at Height Policy.</i></p> | | | | |
| <p>I. Lack of first aid provision</p> | <p>All users of the Childrens Centre</p> | <p>An assessment of first aid provision has been carried out for the Childrens Centre and is reviewed on an annual basis. This documents the first aid facilities and the number of trained first aiders or appointed persons that should be available at the Childrens Centre</p> <p><i>Information is also made available to employees via the Corporate intranet site Health & Safety/Polices/First Aid.</i></p> | | <p>Completion of the assessment of first aid provision will identify the first aid requirements for the Childrens Centre.</p> | | |
| <p>J. Bomb threat and</p> | <p>All users of</p> | <p>Information is made available to</p> | | | | |

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 A kick stool/stepladder/ladder checklist can be located on the Corporate intranet site Health & Safety/DSD Information/Ladder inspection checklist

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|--|------------------------------|---|---|--|---|---|
| suspicious packages | the Childrens Centre | Employees/Service Providers on what action to take in the event of a bomb threat. | | | | |
| K. Injury through manual handling | Employees | Manual handling tasks are identified by line managers who undertake manual handling risk assessments <i>Information is also made available to employees via the Corporate intranet site Health & Safety/Policies/Manual Handling.</i> | | Completion of the individual manual handling risk assessments will identify the level of risk and control measures to be implemented | | |
| L. Cleaning Contractor's Operations – general hazards eg trailing cables, slippery floors from wet or recently polished floors etc – use of powered cleaning equipment; vacuum cleaners and floor polisher | All users of the premises | Cleaning Services are employed who have adequate Health & Safety arrangements in place. Their Health & Safety policy statement & arrangements are contained in their own Health & Safety manual, a copy of which is kept on each site All members of cleaning staff have received suitable information, instruction and training in the safe use of the equipment they use. Sufficient secure accommodation is provided for the storage of cleaning equipment and materials. | | | | |

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Information is also made available to employees via the Corporate intranet site Health & Safety/DSD Information/Bomb Threats & Suspect Packages¶
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| M. Contact with glazing | All users of the Childrens Centre | <p>All glazing within County Council premises was surveyed in 1997 and suitable safe control measures implemented where necessary to ensure the risk of contact with broken glass is removed or reduced (i.e. fitted with Georgian wired safety glazing and/or safety film).</p> <p>Any new glazing is to BS6206 that satisfies legal requirements as regards its safe integrity</p> | | | | |
| N. Exposure to Legionella/risk of scalding | All users of the Childrens Centre | <p>The County Council has a policy for the control of Legionellosis and hot water temperatures in all its buildings. County Property Services has a rolling programme for carrying out inspections on all its premises and premises managers carry out routine testing of water temperatures; flushing of little used outlets; and cleaning of any spray fittings. This is recorded within the water systems manual kept on site.</p> <p><i>Information is also made available to employees via the Corporate intranet site</i></p> | | | | |

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|---|--|---|--|--|---|--|
| | | <i>Health & Safety/Policies/Water System Safety</i> | | | | |
| O. Disposal of waste – if allowed to accumulate may present a physical hazard such as slips or trips. Additional hazards are fire and vermin | All users of the Childrens Centre | Detail the arrangements in place for the disposal of waste If bins are used, describe the security of these in order to prevent arson attack. | | | | |
| P. Collision with Traffic movement on site | All users of the Childrens Centre | Describe traffic movement on site and what is done to segregate traffic and pedestrians, one way systems, marked footpaths, speed restrictions etc. | | | | |
| Q. Disposal of spent light bulbs and tubes – glass, cuts, fire risk when sodium contacts water, health hazards in the case of mercury and phosphor release | Persons responsible for changing light bulbs | What arrangements are there to remove spent tubes from the site? Removed from building by site supervisor? Stored in suitable container in cardboard packaging and removed regularly? | | | | |
| R. Kitchen Equipment/Area Kettles/Toasters/ | Employees/ Service Providers/ Service Users/ | <ul style="list-style-type: none"> • Electrical Equipment to have annual Portable Appliance Test (PAT) • User visual checks prior to use of equipment | | | | |

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|--|-------------------------------------|--|--|---|--|--|
| Microwaves/Washing Machines/ Dish Washers/Fridges | Public | <ul style="list-style-type: none"> • Faulty equipment taken out of service immediately (Note to be made in defects log and reported to Premises Manager/Early Years Service) • First Aid Procedures to be followed in the event of an accident • Equipment to be switched off immediately after use • Equipment mains cables not to trail so as to create a hazard • Equipment to be only used for its intended purpose following manufacturer's instructions • Only authorised persons allowed to access kitchen areas • Spillages onto the floor must be cleared away immediately and hazard signs used until the area is dry • COSHH Risk Assessments in place for any Hazardous Substances used • Knives kept secure from third party | | | | |

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|---|---|--|---|--|---|---|
| | | access <ul style="list-style-type: none"> • Fridge temperatures monitored & recorded • Good housekeeping to be maintained by keeping the kitchen area clean & tidy/fridge cleaned & defrosted on a regular basis • Hot drinks policy in place | | | | |
| S. Exposure to Asbestos Materials | Employees/ Service Providers/ Service Users/ Public | A site register has been provided that identifies any asbestos containing materials present, its current condition and any control measures necessary to reduce or remove the risk of exposure Where an asbestos survey has been undertaken, a copy of the results of that survey must be retained on the premises in the Record System Manual (RSM) No one, employees or visitors, must carry out invasive/intrusive work without reference to the survey Site Supervisors, Contractors and others | | | | |

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| | | <p>must read and sign the RSM before commencing any work on the fabric of the building</p> <p>Where there is any doubt about whether a substance or structure may contain asbestos, then no work can be undertaken. The Property and Estates Division (PED) must be contacted for verification.</p> <p>Asbestos Management Team: Contact: Jason Bunn: Tel 01785 277772 / 00073792116</p> <p>Only approved asbestos consultants and contractors can take samples and remove asbestos</p> <p>If there is any suggestion of contamination of a particular area then (1) inform the premises manager, (2) evacuate the area, (3) seal it off and (4) contact the Strategic Health & Safety Service Tel No: 01785</p> | | | | |

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|---|------------------------------|--|---|--|---|---|
| | | <p>355777 & the Asbestos Management Team.</p> <p>There must be written emergency procedures in place to deal with the disturbance of asbestos</p> <p>Contractors must not be allowed to start work unless a full risk assessment has been completed</p> <p>All premises must be periodically re-examined by contractors appointed by <u>the Property & Estates Division</u>, to check on the state of the asbestos. The RSM will be updated accordingly</p> <p><i>Information is also made available to employees on the Corporate intranet site Health & Safety/Policies/Asbestos</i></p> | | | | |
| <p>T. Fixed Outdoor Play Equipment</p> <p>Injury due to defective</p> | <p>Service Users</p> | <p><u>Outdoor play equipment should be designed and installed by a competent contractor</u></p> <p><u>A written operating procedure and risk</u></p> | | | | |

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| play equipment | | <p><u>assessment should be in place for the outdoor play equipment</u></p> <p><u>A visual inspection of the play equipment must be made by those supervising the activity before the equipment is used</u></p> <p><u>A regular monthly inspection of the play equipment should be carried out by a designated person and a record kept in the Childrens Centre Health & Safety file</u></p> <p>All Childrens Centre Fixed Outdoor Play Equipment must be checked annually by a County Council approved contractor</p> <p><i>Wickstead Playscapes Digby Street, Kettering, Northamptonshire NN16 8YJ Tel: 01536 517028 Fax: 01536 410633 Email: sales@wicksteed.co.uk</i></p> <p><u>Further guidance with regard to fixed</u></p> | | | | |

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|---|------------------------------|--|---|--|---|---|
| | | <p>outdoor play equipment is available on the SLN</p> <p>http://education.staffordshire.gov.uk/SchoolAdministration/HS/Procedures/Equipment/Finishedoutdoorplay.htm</p> | | | | |
| <p>U. Window Blind Adjustment Cords</p> <p>Strangulation</p> | <p>Service Users</p> | <p>Window Blind Adjustment Cords will be positioned so as not to cause a hazard to service users</p> <p>Checks to be made before use of room</p> | | | | |
| <p>V. Finger Guard Protection Devices</p> <p>Entrapment of fingers</p> | <p>Service Users</p> | <p>Doors within the Childrens Centre have been inspected to identify any significant finger trapping risks and precautions put into place to prevent injury to service users</p> <p>Where a risk has been identified finger protection devices have been fitted</p> <p>All doors are inspected periodically including door closers and any existing finger protection devices. Inspections check for</p> | | | | |

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|--|--|---|---|--|---|---|
| | | <p>damage or deterioration in the devices so that appropriate remedial action can be taken (i.e. adjusting or replacing defective door closers to regulate the speed at which doors close)</p> <p>Staff to ensure that young children are not permitted to congregate near doors, unless absolutely necessary and that they are adequately supervised</p> | | | | |
| <p>W. Snow & Ice Slips, Trips & Falls</p> | <p>Employees/ Service Providers/ Service Users/ Public</p> | <p>All relevant footpaths, steps etc. that are exposed to snow and ice where a person could slip and fall have been identified and procedures implemented to ensure these areas are salted/gritted. This includes footpaths and other traffic routes leading from the main site entrance to main Childrens Centre entrance doors.</p> | | | | |

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4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

| Hazardous Substance | Manual Handling | Display Screen Equip' | Fire | Work Equip/ Machinery | Stress | Individual Person such as Young Person New/ Expectant Mother or Service User |
|---------------------|-----------------|-----------------------|------|-----------------------|--------|--|
| | | | | | | |

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

| Risk Rating | Description | Action Priority |
|-------------|---|----------------------------------|
| High | Where harm is certain or near certain to occur and/or major injury or ill-health could result | Urgent action |
| Medium | Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days | Medium priority |
| Low | Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain | No action or low priority action |

6. Assessment

Signature of Assessor(s):
Print Name:

Signature of Line Manager:
Print Name:

Date Assessed:

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.