



# Site Risk Assessment

***GENERAL POLICY***

***HIJAZ COLLEGE SITE***

***MAIN BUILDING***

***BLOCK D (CLASSROOM BLOCK)***

***BLOCK B (RESIDENTIAL & OFFICES)***

***BLESSED SEAT***

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Dated: 16<sup>th</sup> December 2008

Hijaz College  
Watling Street  
Nuneaton  
CV11 6BE

## 1. General Policy

It is the policy of Hijaz College to protect all persons including staff, students and members of the public from potential injury and damage to their health which might arise from work activities

Hijaz College will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

Hijaz College is committed to giving a high level of commitment to health and safety and will comply with all statutory requirements and will endeavour to ensure that good practices become a normal part of the operational culture.

### *Guide to Risk Assessment*

*Risk assessment should always be conducted or supervised by a person that is experienced and competent to do so. Do not conduct a risk assessment if you do not feel that you are competent in doing it.*

### **Activity**

A separate risk assessment should be done for every activity undertaken, and every location the activity takes place (since for example touring the English Department will raise different hazards to touring the science laboratory).

Although many activities can be split into smaller actions it is not essential to assess each step. Treat the activity as a whole but consider its separate elements and whether any of them raise particular hazards or risks.

Think of the broadest picture of the area concerned possible and consider operational, cleaning and maintenance activities that might take place.

### **Hazard**

A hazard is anything with the potential to cause harm.

Consider

- *Physical* (e.g. electrical, mechanical, noise)
- *Chemical* (solids, liquids, gases), including cleaning products left around. Remember that these might be invisible like carbon monoxide for example.
- *Biological* (e.g. bacteria, viruses), including food arranged or provided.
- *Ergonomic* (fit of person to activity) including height of stairs, feasibility of activity given different heights/weights/strength of people involved.

There are ways of identifying hazards:

- Observation of activities and conditions (are the floors in good condition, is the area tidy, are there loose wires, what is the light like, when is waste collected, what is the temperature like in different weather conditions)

- Talking to those involved and at risk - Of course if you have undertaken the event/activity before then your own experience will inform your observation of hazards, but if not it might be a good idea to talk to people who have – and note that near-misses are a good way to spot problems.
- Inspecting records – people rarely record near-misses but it is quite important to do so.
- Reading documentation.

## Persons at Risk

The people who should be considered are not simply those who undertake the activity but also anyone who comes into contact with the area or the group e.g. cleaners, maintenance workers, delivery drivers, visitors or members of the emergency services. Young people or pregnant women and disabled or deaf people should be thought of as they have different requirements and could be at risk in different ways.

## Severity of outcome

The severity of the outcome of the hazard should be evaluated numerically on the following scale:

- 1 – Trivial Injury (e.g. stubbed toe)
- 2 – Minor Injury (e.g. bruise)
- 3 – Over 3 day Injury (e.g. severe cut, sprain)
- 4 – Major Injury (e.g. broken bones)
- 5 – Fatality

Some hazards might result in injuries of different levels of severity (for example being hit by a car might just result in bruises and scrapes or could be lethal) in these circumstances the worst-case scenario should be the one evaluated.

## Probability

The probability or likelihood of something happening should also be evaluated numerically using the following scale:

- 1 – Remote
- 2 – Possible
- 3 – Likely
- 4 – Highly Likely
- 5 – Certain

Note that 'impossible' is not included on this scale.

## Risk Level

The risk level of a hazard is then calculated by multiplying the probability and the risk level therefore resulting in a figure that takes into account not only how serious a hazard is but also how likely it is that the accident will happen

## Control Measures

The control measures are the actions performed to reduce either the *probability* of the accident happening or the *severity* of the outcome, and where possible both. When considering what measures to put in place it is important to consider both severity and likelihood, in order to minimise the overall risk. Working through a 'hierarchy' of controls can help with thinking of alternative measures. The hierarchy is as follows:

- 1) Elimination – get rid of the risk altogether
- 2) Substitution – exchange one risk for something less likely or severe
- 3) Separation/Isolation – eliminate contact with hazard
- 4) Minimise Exposure – reduce contact with hazard
- 5) Safe Systems of work – rules in place to ensure safe use/contact with hazard
- 6) Information, instruction, training & supervision – warn people of hazard and tell/show/help them how to deal with it
- 7) Personal Protective Equipment – dress them appropriately to reduce severity of accident
- 8) Health surveillance – observe use/interactions with hazard – monitor health over time

For example: if the hazard is the possibility of being knocked down on a busy road control measures corresponding to the above hierarchy would be as follows:

- 1) Elimination – close the road (eliminate traffic)
- 2) Substitution – use other areas without busy roads for that activity
- 3) Isolation/Separation – keep people off the road
- 4) Minimise Exposure – reduce the number of times people cross/walk by the road
- 5) Safe systems of work – make sure people stop, look and listen and only cross when road is clear – impose speed limits for drivers
- 6) Information, instruction, training & supervision – inform people of how busy the road is, tell them how to cross, show them how to cross and make sure that they are watched and helped to cross road
- 7) Personal Protective Equipment – give the group reflective clothing to make them more visible to motorists
- 8) Health surveillance – monitor their health (not particularly useful in this example)

The most useful measures are the top four but they are not always possible to implement. However, if necessary it can be noted on the form that they have been considered, giving reasons why they were impracticable given the circumstances. The lower measures rely on people keeping accurate records – including any near misses and operating and maintaining the controls themselves. This is satisfactory but it is worth bearing in mind that people do make mistakes. If for whatever reason someone does not apply the measure, does that restore the hazard to its previous level of severity and probability?

Control measures should be practical, easy to understand (what to do and why they are doing it), applicable to the hazard, able to reduce the risk to acceptable levels, acceptable to the workforce and easy to operate.

If control measures have been put in place, staff should be trained to understand why they have been put in place, what their purpose is, and what they have to do. If control measures are in place it is a legal requirement for staff to use those controls. However, that does not mean that they should not question them – since this is how risk assessments are improved (questioning, looking at alternatives etc).

If a note of who has responsibility for implementing the control measures is included on the form, that column can be copied and used as a check-list before the event.

## General

The whole risk assessment should be reviewed at least once a year to ensure that it is up to date. The control measures should be monitored to ensure they are doing their job. Any accidents that happen should be recorded as should any near-misses as these will inform future assessments.

In general the hazards that should be considered are those that would apply in normal circumstances to reasonable people, plus any possible hazards that might occur if an unreasonable/irrational/idiotic person was put in the same situation with the same equipment. It is worth noting that it is impossible to consider every single possible event or use/misuse of equipment but all that you need to demonstrate is that you have gone to reasonable lengths to control risks.

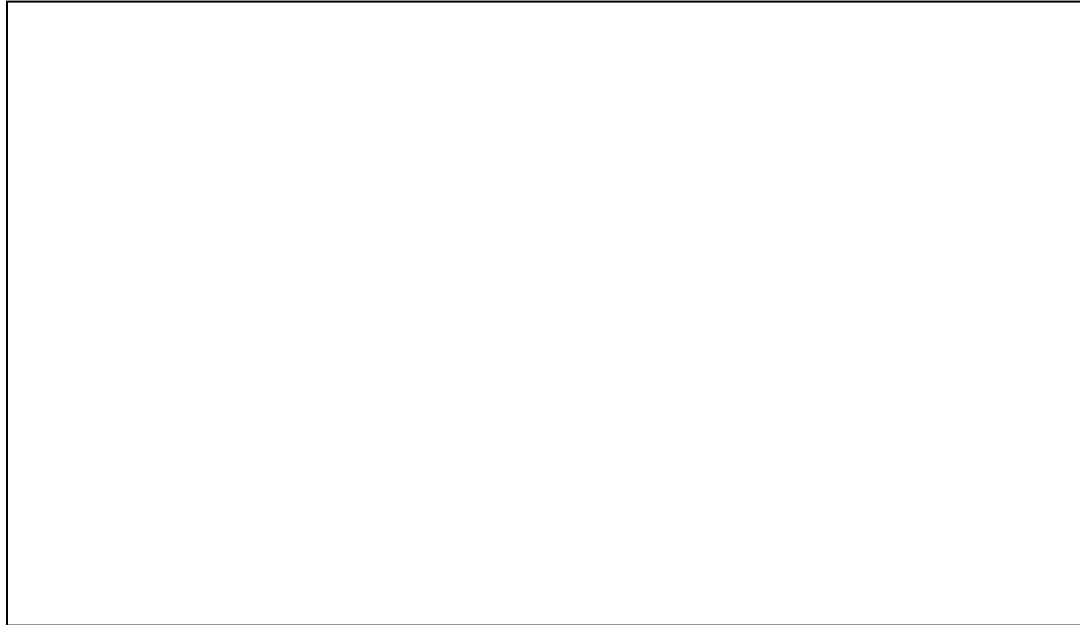
Finally – get as many other people to check your risk assessment as possible – you will always miss something and other people will have other points of view so working with others will help to cover more possible occurrences.

## 2. Premises Particulars

Name:	Hijaz College (& Jamia Islamiya Islamic Studies Centre)
Address:	Watling Street, Nuneaton CV11 6BE
Telephone:	02476 641333
<b>Main Use of Premises:</b>	
Main Building:	Ground Floor – Offices, Kitchen, Science Lab & 2 ICT labs Floors 1 & 2 – Dormitories for students
Block D:	Classrooms, Tuck Shop
Block B:	Offices & Accommodation for staff
Blessed Seat:	Offices and accommodation for Principal
Private Accommodation	2 3-bedroom houses treated as private accommodation.

It is a feature of this site that these buildings are separated.

### **3. Plan of Site**



### **4. Lighting**

### **5. Trip Hazards**

All potential trip hazards, such as steps have been identified and marked with yellow paint in order to warn staff and students of the dangers.

**6.** External lighting has been installed at various locations around the site in order to allow students to move safely from one part of the site to another. Lights have been installed at the entrance to the main building, front and back of the archway leading to the main building, college reception, Old B Block, and the Blessed Seat. In addition street lighting has been installed along the drive leading to the college; these lights will be repaired within the next two months.

### **7. Speed Bumps**

In order to reduce speeding cars and thus prevent accidents from occurring, several speed bumps have been placed on the drive leading to the entrance to the college. These bumps are painted annually with yellow paint to maintain visibility.

### **8. Classroom cleaning**

All teachers have been provided with a broom, mop and bucket, this is to ensure that classrooms are kept clean and tidy at all times. This also enables teachers to immediately deal with spillages and thus reduce damage to classrooms and also prevent potential injury to students.

### **9. Pot holes**

Regular maintenance of road surfaces is conducted on an annual basis; this involves repairing the various pot holes that are formed through general wear and tear of the road surface.

**10. Gritting**

In order to prevent staff/students from falling and injuring themselves, grit will be placed in large yellow plastic containers across the site, so that it can spread on the ground during the winter months.

**11. Matting**

Black plastic matting has been placed at all major entrances to ensure that dirt and mud is prevented from entering the building.

**12. Signage**

All major areas of the site have been appropriately sign posted to ensure that staff, students and visitors are aware of health of safety issues and general guidance in terms of finding their way around the site.



### 13. Identify People at Risk

<b>Hazards:</b> Slip/trip, fire, chemicals, height, vehicles, electricity, lifting/handling, noise, lighting, temperature	<b>People</b>	<b>Locations</b> <b>MB: Main Building</b>	<b>Risk</b>	<b>Controls</b>
Slip/trip lighting temperature fire	<b>Students</b>	Dormitories (MB, night times, weekends)	Medium risk	Rely on sounders and house-parents/dormitory prefects to wake them all up. Signage and verbal advice on how to minimise accident risk e.g. trip/fall, no running in corridors, stairs with grip, hand rail and window restrictors. Top bunk has a wooden safety barrier stopping students from falling off. The following items are prohibited in all dormitories: knives, mirrors and heaters with a greater than 5 Amp rating.
Slip/trip		Corridors in MB	Low risk	All corridors and hallways to be kept clear of obstacles e.g. bags. Lockers to be provided for storage of bags.
Slip/trip Lighting Temperature Fire		Classrooms (days) Classrooms (night-time)	Low risk	Teachers present. Senior students present
Slip/trip Lighting Temperature		Mosque (prayer times)	Low risk	Staff always present
Slip/trip		Science Laboratory	High/Medium risk	Staff present, signage, personal protective equipment (PPE), students required to wear lab coats and safety spectacles whilst undertaking

Lighting Temperature Chemical (from experiments) Fire				any experiments. Fire extinguishers in easy reach, dangerous experiments conducted in portable fume hood. Students supervised at all times, hazardous chemicals kept locked in steel cabinet.
Slip/trip, lighting, temperature		Dining room (meal times)	Low risk	Senior students / Staff always present, mop available for any potential spillages etc. Step leading to the dining room needs to be painted.
Slip/trip, vehicles		Grounds	Low risk	Teachers close by in case of emergency, building material and propane tank are cordoned off, construction area is signposted, students prohibited from going round the back of the college e.g. kitchen area. Adequate external lighting to allow safe passage between different areas of the college.
Slip/trip, lighting, temperature, fire	<b>Staff</b>	Offices	Low risk	Signage
Slip/trip, lighting, temperature, fire		Classrooms	Low risk	Signage, teachers present
Slip/trip, lighting, temperature, fire		B Block	Low risk	Signage
Strip/trip, lighting, temperature, fire		D Block	Low risk	Signage, top of landing needs additional safety barrier, stairs have a coloured grip for extra safety, doors need to have a window.
Strip/trip, lighting, temperature, fire		Blessed Seat Offices	Low risk	Signage, staff present
Slip/trip, lighting, temperature, vehicles, chemicals,	<b>Visitors</b>	Site, Main Building, Offices	Low risk	All visitors to sign in & be shown standard sheet regarding potential risk areas on site.

