

RISK ASSESSMENT FORM



Activity: Mobile Classroom Construction Skills Training

Dated: Updated September 2021

Assess the Level of Risk				Control Measures and Re-Assessment			
Description of Activity and Associated Hazards	Severity: (a) 3 – Major 2 – Serious 1 – Slight	Likelihood: (b) 3 – High 2 – Medium 1 – Low	Risk Rating: = (a) x (b) High (6 to 9) Med (3 to 4) Low (1 to 2) H, M, L	Controls in place or to be Implemented	Severity: (a) 3 – Major 2 – Serious 1 – Slight	Revised (b) 3 – High 2 – Medium 1 – Low	Revised = (a) x (b) High (6 to 9) Med (3 to 4) Low (1 to 2) H, M, L
Risk of COVID infection in staff	3	2	H	<p>Staff will be working both in the office and in schools in line with local risk assessments of the host organisation (this will be the Surrey Technology Centre, schools or other venues for events).</p> <p>It will remain good practice for all staff working to take a COVID test weekly at home or one of their host schools. The wearing of masks will be determined by the requirements of the host organisation although staff may assess their need to wear a mask in agreement with colleagues and school staff.</p> <p>No staff member should attend work if they have suspected symptoms of COVID19 or are currently being asked to self-isolate.</p> <p>The appearance of symptoms should be checked against government guidelines. See the SATRO Track & Trace policy – staff will self-isolate and inform the office of contacts, sessions in school who need to be informed as well as complying with the national Test & Trace system.</p> <p>We ask that schools similarly provide SATRO with immediate advice as to school cases.</p>	2	2	M

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				Staff will continue to work during self-isolation providing online materials as appropriate into sessions. Cover work will be set during any sickness.			
COVID - Safety of tools and materials	3	2	M	<p>SATRO will, where appropriate, sanitise and/or isolate tools, workbenches and materials in order to minimise the risk of infection between sessions.</p> <p>Tutors and students will be asked to use hand sanitiser prior to the classroom session starting.</p> <p>New tools and materials will be kept isolated in the van prior to use for 48 hours.</p>	2	2	M
COVID - Close work with students as part of vocational learning	3	2	H	<p>Where close contact is required between tutor and student to demonstrate or support a practical task safely additional PPE will be used. This may include a face mask, apron or gloves dependent on the activity and contact required. Within construction the use of PPE is standard, and it will be introduced and used both in terms of COVID safety but also reflecting industry standards. These precautions will be heightened during lockdowns.</p> <p>It may be appropriate for schools to provide student specific PPE which will be kept in school to reduce cross contamination. This will be discussed with each individual school.</p> <p>Such interactions will only take place with the agreement of the school in advance as part of a discussion on risk assessment.</p>	2	2	M
COVID - Classroom working	2	2	M	<p>The construction classroom is usually undertaken outside but where a classroom is used this should be well ventilated and school cleaning policies followed as outlined in the school risk assessment.</p> <p>Behaviour of students in class will be managed more strictly to ensure safety and students will be expected to comply with basic safety measures or leave the class.</p>			

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Student behaves in an aggressive, demeaning or sexually suggestive manner towards another student or an adult.	3	3	H	<p>Sessions are normally 8 student any additional participation must be agreed in advance with SATRO.</p> <p>A SATRO tutor and one member of school staff as per SLA in attendance at all times.</p> <p>Learners taking part agree their responsibilities and sign Learner Behaviour Agreement.</p> <p>SATRO Safeguarding Policy to be followed including reporting through the host school.</p>	2	2	M
Student discloses information which raises concern for their safety or well-being.	2	1	L	<p>Schools are asked to share their relevant policies with SATRO staff at the start of the academic year and update as appropriate.</p> <p>SATRO staff will follow the charity Safeguarding Policy which includes reporting through the host school safeguarding or incident policy.</p>	2	1	L
Injury from work materials	3	3	H	<p>Learners are not to use equipment before instructed in the use and handling of tools by the tutor.</p> <p>Personal protective equipment (PPE) to be worn by the tutor and learner as deemed appropriate by the tutor.</p> <p>Learner participation in the programme is dependent upon making use of PPE as instructed by the tutor.</p> <p>Each tutor is responsible for the van they are using: tools are regularly checked and maintained in good condition. Checking in particular how materials are stored and secured in the van. Eg test bungees used to hold materials.</p> <p>A log of equipment is maintained by SATRO, and formal inspections of work equipment is completed annually.</p>	2	2	M

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Slips, Trips and falls	3	2	H	<p>The tutor will ensure that during assembly of the work area, all reasonable precautions have been implemented to ensure a safe learning environment.</p> <p>A barrier is erected around the work area to prevent access by unauthorised persons.</p> <p>Small electrical tools are battery powered to negate wires and associated risks.</p> <p>Where activities are undertaken away from the mobile classroom within the school premises, the Tutor will be satisfied that the site provides a safe place of work before those activities commence.</p> <p>Pupils are encouraged to report potential hazards, as part of their understanding to the tutor so they can be remedied promptly.</p>	2	1	L
Individual capabilities and SEND	1	2	M	<p>School to inform SATRO tutor of any educational or behavioural issues which are relevant.</p> <p>Continued dialogue between tutors and school to ensure lessons are pitched appropriately.</p> <p>Training for SATRO staff on SEN and student needs as appropriate.</p>	1	1	L
Manual handling	2	2	M	<p>Tutors to risk assess their own and learner manual handling.</p> <p>Learners are only authorised to complete any manual handling tasks under the full supervision of the tutor, following a visual risk assessment for each activity.</p> <p>SATRO Health & safety policy</p>	1	1	L

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Fire and explosion	3	1	M	<p>Mobile classroom sessions take place outside of the school buildings in locations agreed with the premises staff from the school.</p> <p>School will risk assess the location and running of the mobile classroom session in that location.</p> <p>Where activities take place inside the school building we are made aware of their risk assessment.</p> <p>Tutors and pupils are aware of and follow school evacuation procedures.</p> <p>There is one foam spray and one dry powder fire extinguisher in each van.</p>	2	1	M
Contact with harmful substances	2	3	H	<p>Each van carries individual COSHH sheets for harmful substances.</p> <p>Pupils are informed of the harmful properties of the relevant substances; and the precautions necessary to ensure safe working.</p> <p>School first aid facilities and trained staff are available for all incidents.</p>	2	1	M
Electricity: shocks, burns and fires	2	2	M	<p>All small electrical hand tools are operated on 18V batteries which are charged by the tutors.</p> <p>All items are visually inspected at the start of each project, to ensure that they are in apparent good condition.</p> <p>Defective equipment is removed from the mobile classroom; and pupils do not have access to it.</p>	2	1	M

Assessed By:....Mobile Tutor Team.....

Dated.....03/09/2021.....

Signed Off By:....Anne Edward.....

Dated.....06/08/2021.....

GUIDELINES FOR COMPLETING AN ASSESSMENT

DEFINITIONS :- HAZARD – An activity where there is potential for harm to be caused.

RISK – The likelihood of harm being realised.

1. Identify an activity, process or operation where there is potential for injury or damage. Consider whether it is essential for the activity to continue.
i.e. without the hazard there is no risk.
2. Identify the hazards within the activity. i.e. using machinery, confined spaces, working at height, electricity, manual handling, lone working etc. Under normal circumstances everyday activities such as crossing the road or walking up/down stairs do not need to be considered.
3. Determine the risks involved and what type of incident is anticipated, considering who and how many people will be affected. i.e. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse etc.
4. Estimate the risk level without the benefit of any control measures.
Risk = severity x likelihood
HIGH - certain or near certain that harm will result in serious injury/damage.
MEDIUM - harm will probably occur frequently with minor injury/damage.
LOW - it is unlikely that harm will be caused and the outcome would result in very minor injury/damage.
5. High and medium risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by: Guarding, Safety Procedures/Working Practices, Specialist Training, Mechanical Assistance, Contracting Out etc.
Personnel Protective Equipment should only be considered, as the last resort, if the above controls cannot achieve a low risk level.
6. Re- assess the risk level considering the effect of the control measures.
7. Some of the control measures may be suitable for immediate action to reduce the risk level, but in some cases furthermore permanent action may be required to achieve long term levels of low risk.
8. Where there is potential for the person's health to be affected health surveillance may be required. This should be recorded.
9. A procedure should be developed for the necessary action to take in the event of an emergency.
10. All assessments should be dated, recorded and reviewed periodically.

RISK ASSESSMENTS ARE INTENDED TO ACHIEVE A SAFE WORKING ENVIRONMENT WITH SAFE SYSTEMS OF WORK THAT WILL PROTECT EVERYONE CONNECTED WITH THE WORK