



Building Risk Assessment

Policy Ref: TMP61v2

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Prepared By Jackie Manning,
Job Title Assistant Director,
Designated
Safeguarding Lead

Signed

Date Feb 2021

Reviewed By Martin Heaton
Job Title Director

Signed

Date Feb 2021

Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2020	Initial issue	JM
V2	Feb 2021	Updated, formatting changes	JM

Date of Next Review: July 2021

Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

Scope

This risk assessment covers the hazards associated with the general building premises.

The assessment of fire risk is covered in TMP Policy TMP62v2 Fire Risk Assessment.

Risk Assessment Details

Date of Assessment:	16 th Feb 2021
Area/ Scope of Assessment:	TMP College at 830 Ormskirk Road, Pemberton, WN5 8EX.
Responsible Person on Site:	Director (Martin Heaton)
Name and Role of Person Completing Assessment:	Safeguarding Lead (Jackie Manning)
Date Next Assessment Required:	July 2021

Details of the risk score and classification of each hazard are given in Appendix 1.

Type / Area	Hazard/Risk	People at Risk	Existing Control Measures	Risk Score/ Classification (See Appendix 1)	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
Access and Egress	Unauthorised persons accessing the building. <i>Risk to student and staff safety.</i>	Staff Students	Main entrance to building is a secured entrance. Reception desk is permanently manned during College teaching hours and at most times with more than one responsible person. Students and staff have electronic access tags. All visitors to be issued with electronic temporary access passes, including photograph.	1 x 3 = 3	Ensure members of staff who are manning the reception are vigilant about ensuring every visitor is issued with temporary access passes. Installation of CCTV system with cameras covering all access points	All reception staff Martin Heaton	Ongoing April 2021	
	Restrictions to emergency access routes. Inadequate lighting of exit routes <i>Building evacuation hindered causing burns, cuts, abrasions, muscular, skeletal and other physical injuries.</i>	Staff Students Visitors	Fire exits are well signposted. Routes to the fire exists kept clear. Emergency lighting is installed in building Regular testing of fire alarms and periodic test evacuations. Information given to new students at induction on fire exits, evacuation procedures and assembly points.	1 x 3 = 3	Installation of more illuminous fire exit signs Review of emergency lighting to whole building following recent renovation work	Martin Heaton Martin Heaton	July 2021 July 2021	
Asbestos	Contracting asbestosis <i>Inflaming of lungs, shortness of breath, coughing, scarring of lungs, difficulties in breathing, lung cancer, mesothelioma, pulmonary heart disease, death</i>	Staff Students Visitors	The building was originally built in the 1800s and was subsequently extended in 1991 and so falls outside of the timeframe in which asbestos was used as a building material. If there is any doubt about whether a substance or structure may contain asbestos, then no work can be undertaken. Contact the Asbestos helpline for verification. (0845 6030369)	1 x 4 = 4	Asbestos inspection complete with no actions to be taken			

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Building (General)	General slips, trips and falls For example uneven floor surfaces, cleaning floors, spillages, etc. <i>Could cause: Cuts, abrasions, muscular, skeletal and other physical injuries, including fractures.</i>	Staff Students Visitors	Maintenance of flags/paving outside of building. Wet floor sign used when cleaning or when spillage. All spillages to be dealt with immediately. Entrance mats to stop rain water being carried in. Supervision in use of liquids in class Dry mop floors after cleaning up initial spillage Students, visitors etc to be kept away from spill area during cleaning. Good housekeeping maintained, regular inspection	2 x 2 = 4	Regular inspection of flags/paving outside of the area of our responsibility and any concerns to be referred to Wigan Local Authority. Review lighting to ensure good visibility at the entrance and exit of the building and in all rooms and corridors.	Martin Heaton Martin Heaton	Ongoing, monthly April 2021	
	Teaching Rooms, Band Practice, Recording Studio and Offices Loose items of furniture Coats, bags Cables/leads and installation of new equipment. <i>Could cause: Cuts, abrasions, muscular, skeletal and other physical injuries, including fractures.</i>	Staff Students Visitors	Cloak room is available for all staff, students and visitors to use to hang coats/jackets so no need for coats to be on the back of chairs. Designated storage areas No trailing electrical leads/cables for computers. Cables/leads for all instruments are set up by our technicians in advance of group lessons or band practice who ensures cables are safe and secured with appropriate warning tape used where necessary.	2 x 2 = 4	Chairs, tables, other furniture to be checked regularly for repair or replacement. All computer equipment and network cables to be checked regularly to ensure no trailing wires	Martin Heaton All tutors	Ongoing, monthly Ongoing, Weekly	

Type / Area	Hazard/Risk	People at Risk	Existing Control Measures	Risk Score/ Classification (See Appendix 1)	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
Building (General)	Doors/Windows <i>Could cause: finger trapping, cuts/fractures, bruising/swelling</i>	Staff Students Visitors	Doors checked for safety and for ease of use by users of all ages and with disabilities. All door handles, locks, hinges and returners where fitted are regularly checked Opening windows checked for functionality. All windows checked for cracks and chips.	1 x 2 = 2	None required at the current time.			
Legionella	Poor Water Quality <i>Could cause infection/disease (legionella)</i>	Staff Students Visitors Contractors	All taps in the building are in regular use 7 days/week. Both toilets are in regular use, regularly flushed. All taps run for several minutes after holiday periods and toilets flushed. TMP College doesn't have cooling towers, evaporative condensers or adiabatic cooling systems (high risk)	1 x 3 = 3	None required at the current time.			
COSHH	Hazardous substances <i>Could cause irritation/harm to eyes, nose and upper respiratory tract. Skin irritation.</i>	Staff Students Visitors Contractors	Generally substances present a low risk in College settings. Hazardous substances not left unattended. Clearly labelled and securely stored. Visitors to site made aware of hazards and required to wear suitable PPE, eg eye goggles. Information booklet made available to staff. 'Working with substances hazardous to health. A brief guide to COSHH'	2 x 2 = 4	COSHH inventory to be completed as the initial assessment to determine if significant risks exist. Contractor to inform us of any hazardous substances brought onto the site. Contractor to ensure dust/fume production is minimised. Appropriate PPE provided and worn by contractors	Martin Heaton	July 2021	

Type / Area	Hazard/Risk	People at Risk	Existing Control Measures	Risk Score/ Classification (See Appendix 1)	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
Manual Handling	Moving heavy or awkward equipment <i>Could cause back pain or other muscular strains if they try to lift objects that are too heavy or awkward.</i>	Staff Contractors	Members of staff work in pairs to move heavy or awkward equipment.	$2 \times 2 = 4$	Provide training and/or HSE instruction booklet on manual handling and lifting of heavy equipment.	Martin Heaton	July 2021	
Electrics/ Electricity	Electrical equipment & sockets <i>Users risk electric shocks or burns from faulty equipment or installation or the risk of starting a fire. Also risk of trips and falls on trailing leads.</i>	Staff Students Visitors Contractors	<p>Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician.</p> <p>Portable equipment checked for visual signs of damage before use. Pre-use check conducted by users for new equipment.</p> <p>System for reporting faults and taking equipment out of service in place</p> <p>Duty manager responsible for fuse box and to switch supply off in an emergency.</p> <p>Trailing leads kept to a minimum</p> <p>Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary</p> <p>Use of cable covers where cables are a trip hazard</p>	$1 \times 3 = 3$	<p>Electrical equipment subject to regular safety inspection and test (PAT testing).</p> <p>All tested appliances to be labelled showing date tested / next test date. Log to be kept:</p> <p>PAT Testing certificate</p> <p>PAT Equipment Register</p> <p>PAT Faulty Equipment Register</p> <p>PAT Repaired Equipment Register</p>	Martin Heaton	July 2021	

Type / Area	Hazard/Risk	People at Risk	Existing Control Measures	Risk Score/ Classification (See Appendix 1)	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
Use of external companies /contractors	<p>Poor workmanship</p> <p>Poor practices</p> <p>Lack of competency</p> <p>Security - unauthorised entry to premises</p> <p>Work at height - Falling objects</p> <p><i>Could cause broken bones, significant head/multiple injuries, Cuts, abrasions, muscular, skeletal and other physical injuries</i></p> <p><i>Property damage/fire</i></p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Appropriate public liability insurance in place (£5m public liability) Markel Insurance.</p> <p>All statutory approvals, such as planning permission and building regulations sought where applicable.</p> <p>Students briefed on potential hazards. 'Work in Progress' signage to be clearly displayed.</p> <p>Contractors must sign in and out of the premises. Culture in which strangers are challenged.</p> <p>Work area to be agreed between contractor and TMP duty manager. Pre-contract meeting to agree safe systems of work to be used prior to works commencing on site</p> <p>HCC registered contractors used. Where this is not possible, contractors thoroughly vetted to satisfy selection criteria e.g. (have H&S Policy and adequate insurance etc.), and be competent to undertake the tasks for which they are commissioned.</p> <p>Duty manger monitors work of the contractors and have regular liaison meetings.</p> <p>Equipment, eg ladders adequately secured/removed at end of each working day.</p> <p>Area below work to be securely fenced off with warning signs displayed.</p>	1 x 4 = 4	Risk assessments and method statements to be provided by contractors.	Contractors	Prior to work	

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Lone Working	<p>Unauthorised persons accessing the building. Aggression from strangers when locking up building alone.</p> <p><i>Risk to staff safety and building security</i></p> <p>Unforeseen Medical Emergency</p> <p><i>Risk to staff health with no one to help</i></p>	Staff	<p>Lone working activities avoided where practicable.</p> <p>Access to site controlled, eg locked door. Do not allow access to unknown callers.</p> <p>External doors/windows secured to prevent unauthorised access.</p> <p>Mobile phone available</p> <p>Manager notified of intention to work outside regular hours and to be approved.</p> <p>Ensure a colleague, friend etc is informed you are working alone and who to contact in the event of overdue contact.</p> <p>Adequate lighting</p> <p>Key holders strictly controlled and numbers kept to a minimum.</p>	2 x 2 = 4	<p>Review lighting to ensure adequate in whole building.</p> <p>Installation of CCTV with visible display monitors and warning signage will provide an extra layer of security.</p>	Martin Heaton	April 2021	

Type / Area	Hazard/Risk	People at Risk	Existing Control Measures	Risk Score/ Classification (See Appendix 1)	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
Site Security	<p>Unauthorised persons accessing the building.</p> <p><i>Risk of theft and damage to building and equipment</i></p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>External metal roller shutters on rear of building, internal shutters on all front windows and doors. Both rear exits can only be opened from inside.</p> <p>Metal security grills fitted to back rear windows with opening limiters on.</p> <p>Duty manager checks all rooms before securing the building each evening.</p>	1 x 3 = 3	<p>Shutters to be serviced annually</p> <p>Installation of Burglar Alarm and CCTV with visible display monitors and warning signage will provide an extra layer of security.</p>	Martin Heaton	July 2021	
Violence and Aggression	<p>Violent incidents, Student behaviour, disagreements between students, students with anger management issues.</p> <p><i>Risk of physical injury and mental trauma</i></p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Student disciplinary policy and procedures in place and reviewed annually.</p> <p>Safeguarding policy in place and reviewed annually.</p> <p>Staff training in safeguarding of students.</p> <p>Culture of respect at the students limits any form of aggression. 'Respect' posters displayed around the building</p> <p>Student Welfare Officer available to coach students in anger management if required.</p>	1 x 3 = 3	<p>All policies and procedures are reviewed annually and staff training kept up to date.</p>	Jackie Manning	July 2021	

Type / Area	Hazard/Risk	People at Risk	Existing Control Measures	Risk Score/ Classification (See Appendix 1)	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
Musical Instruments	Physical injury/ electrocution resulting from use of musical instruments	Staff Students	<p>Instruments are regularly cleaned by the technician.</p> <p>Instruments are checked by the technician prior to group sessions.</p> <p>Instruments are repaired promptly, eg strings, drum skins.</p> <p>Second hand instruments/equipment purchased is tested before use.</p> <p>Electrical equipment such as amplifiers are checked regularly.</p>	1 x 2 = 2	None required at the current time.			
Noise Exposure	<p>Noise from musical rehearsals and performances, Noise from work carried out by contractors.</p> <p><i>Could cause short term hearing loss and permanent hearing damage</i></p>	Staff Students Contractors	<p>Ear defenders are provided in all music practice rooms, recording studio areas and performance spaces.</p> <p>Music students using rehearsal, recording or performance spaces are educated by tutors on the importance of hearing protection and the risks to their hearing.</p> <p>Noise levels kept as low as reasonably practicable by appropriate sound engineering.</p> <p>Contractors to wear hearing protection as and when required.</p>	2 x 3 = 5	Appropriate signage to be provided to all music practice rooms and other spaces where loud music is played.	Martin Heaton	July 2021	

Type / Area	Hazard/Risk	People at Risk	Existing Control Measures	Risk Score/ Classification (See Appendix 1)	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemented
General Hygiene	General Hygiene/Welfare <i>Could cause general infection, ill health, COVID19</i>	Staff Students Visitors Contractors	Building is cleaned on a daily basis with bathrooms and the kitchen area being cleaned multiple times each day. Condition of premises regularly checked with prompt maintenance if required. Hot water, soap and disposable paper towels and sanitizer provided in bathrooms and kitchen area. Suitable sanitary disposal bins in place and arrangements for sanitary waste disposal. Adequate welfare facilities for staff and service users. Rubbish not allowed to accumulate. Food waste removed on a daily basis. No smoking in the building. Signs displayed. Covid19 Risk Management Policy in place Hand sanitizer provided in all classrooms and other rooms	2 x 2 = 4	None required at the current time.			

Appendix 1: Risk Score and Classification

The following table was used to determine the risk score and classification of each hazard identified above

<u>Evaluation of Risk</u>								
Taking into account existing control measures:-								
A) Likelihood			B) Severity					Risk Score (A x B)
How likely is it that the hazard will occur?			If the hazard does occur how severe is the potential outcome?					
Probable	Occasional	Remote	Negligible <i>(No injury)</i>	Marginal <i>(Minor injury needing first aid)</i>	Serious	Critical	Catastrophic <i>(Fatality)</i>	
3	2	1	1	2	3 <i>(Injury requiring up to three days absence)</i>	4 <i>(Serious requiring more than three days absence)</i>	6	

<u>Risk Classification</u>		
Risk Score	Risk Classification	Action Required
1-4	Low Risk	Acceptable. Can continue with existing control measures.
5-9	Medium	Tolerable. Can continue with additional control measures. Control measures must be continuously monitored and improvement made where possible
10+	High Risk	Unacceptable. Stop activity and implement further control measures to reduce the risk score.