

Assessment Title: West Leeds Activity Centre – Motor Cycle Maintenance	Ref No: Spw 02
---	-----------------------

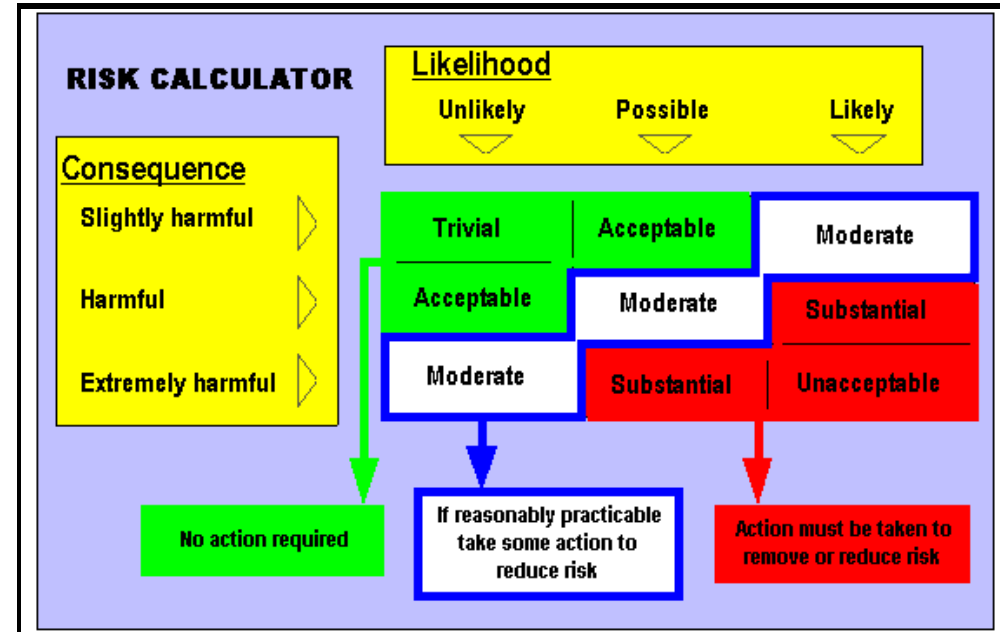
School Name: West Leeds Activity Centre	School Address: Lenhurst Ave Leeds LS12 2RE
--	--

Date Assessment Undertaken: 29/01/2020	Name of Assessor (print): R Baker	Assessors Signature: <i>R. Baker</i>	Assessment Review Date: 29/01/2022
Name of Headteacher / Centre Manager (print): Vince Foster	Centre Manager Signature: <i>V. Foster</i>		

Main Legislation and/or Information Source:	- Health & Safety at Work Act 1974 - Management of Health & Safety at Work Regulations 1999 - Provision & Use of Work Equipment Regulations 1998 - Control of Substances Hazardous to Health Regulations 2002 (as amended)
---	---

Guidance:

- The aim of this risk assessment is to provide general information on the type of hazards employees and/or pupils as well as others who may be involved are exposed to. It is likely this assessment will need to be amended to reflect your specific circumstances
- If you amend this sample risk assessment you must re evaluate the risk ratings in line with your amendments.
- If you do not amend the risk assessment you are agreeing that you will apply all the control measures that are identified
- **IF AFTER FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES THE RISK RATING IS STILL SUBSTANTIAL OR ABOVE CONTACT THE HEALTH, SAFETY & WELLBEING TEAM.**



Sample Risk Assessment for Childrens Services

Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
Inappropriate use of tools	Young People Staff	Moderate	Ensure that all staff are trained to a higher level in cycle maintenance. And yp are aware of the correct use of tools and have respect for them	Acceptable	WLAC Staff
Slips, trips and falls	Young People Staff	Moderate	General good housekeeping-off-cuts cleared away spillages cleaned up immediately. Everybody to wear strong Footwear.. .Well lit working area Don't run, push, call out or play jokes in a workshop environment. Do use common sense, be aware of others and help look after their safety. Allow other students to concentrate and walk carefully around the work area and	Acceptable	WLAC Staff
Manual handling	Young People Staff	Moderate	Work quietly. Talk about manual handling Bike stands are set at a comfortable height.	Acceptable	WLAC staff
Hand Tool Safety	Young People Staff	Moderate	All staff and students using workshop tools are to be instructed/trained in the correct method of use for the tools they use to perform tasks. Instruction should also encompass inspection of tools to detect faults, and maintenance requirements to prevent deterioration. Tutor must ensure tools are used correctly, and that the correct tools are used for specific work, that they are maintained in a safe condition and stowed safely when not in use. Tutor are to ensure the appropriate personal protective equipment is worn	Acceptable	WLAC staff
Power Tools	Young People Staff	Moderate	Power tools should only be used in the presence of an authorised person. Ensure tools are used correctly, that the correct tools are used for specific work Never leave students unsupervised. Observe all rules carefully and if not sure do not use the tools, equipment or machine. Remove jewellery, tie back long hair and avoid wearing loose fitting clothes	Acceptable	WLAC staff
Jet wash /compressor	Young people Staff	moderate	Full training to be given to users of these items	Acceptable	WLAC staff

SCHOOL/CENTRE IDENTIFIED RISKS: -

Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial

<p>Please ensure the following people have been informed of the risk assessment by the most appropriate means:</p>	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Adults on visit</td> <td>Head Teacher</td> <td>Governors</td> <td>Parents</td> <td>Pupils</td> <td>EVC</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adults on visit	Head Teacher	Governors	Parents	Pupils	EVC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Adults on visit	Head Teacher	Governors	Parents	Pupils	EVC								
<p>Have employees been instructed to report newly identified hazards at post visit meeting?</p>	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	<p>Details of newly identified hazards.</p>							
<input type="checkbox"/>	<input type="checkbox"/>												
Yes	No												