



Risk Assessment for Unit B

Address: Unit B, Rougham Industrial Estate, IP30 9ND

1. Introduction

This risk assessment identifies potential hazards and assesses the risks associated with the facilities and activities at Unit B. The goal is to ensure the safety and well-being of students, staff, and visitors by implementing appropriate control measures. This assessment is conducted in line with current UK government legislation and guidance, including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

2. Site Description

Unit B is a warehouse and office building located at Rougham Industrial Estate and includes the following facilities:

- **General Construction Areas:** Carpentry, Bricklaying, Plastering, Tiling, Plumbing
- **Bike Mechanics Area**
- **Music Facility**
- **Cooking Area**
- **Core Tuition Areas:** English, Maths, Science, History

The site is situated in an industrial area, surrounded by other commercial and warehouse properties.

3. Hazard Identification and Risk Assessment

A. General Construction Areas (Carpentry, Bricklaying, Plastering, Tiling, Plumbing)

Hazards:

- Heavy equipment and machinery
- Sharp tools (e.g., saws, chisels, drills)
- Falling objects and materials
- Dust and fumes from materials
- Wet and slippery surfaces

Risks:

- Cuts and punctures
- Crush injuries
- Respiratory issues (due to dust and fumes)
- Slips, trips, and falls

Control Measures:

- Regular safety checks and maintenance of tools and machinery
- Proper storage and handling of sharp tools and materials
- Use of appropriate PPE (e.g., gloves, safety goggles, ear protection, dust masks)
- Safety barriers or restricted access zones to prevent falling objects
- Adequate ventilation and dust extraction systems
- Non-slip mats in wet areas and immediate clean-up of spills

B. Bike Mechanics Area

Hazards:

- Heavy equipment (e.g., bike stands, tools)
- Lifting and carrying heavy parts
- Oil and grease spills
- Risk of pinching or crushing injuries

Risks:

- Musculoskeletal injuries (from lifting and carrying)
- Slips, trips, and falls due to oil or grease spills
- Cuts, bruises, or crush injuries from tools or equipment

Control Measures:

- Use of lifting aids for heavy parts
- Regular cleaning and maintenance of work areas to prevent spills
- Use of PPE (e.g., gloves, protective footwear)
- Clear and tidy workspaces to prevent trips and falls

C. Music Facility**Hazards:**

- Electrical equipment (e.g., mixers, speakers, microphones)
- High noise levels
- Cables and wires causing trip hazards

Risks:

- Electric shock or fire
- Hearing damage
- Trips and falls

Control Measures:

- Regular PAT testing of electrical equipment
- Use of noise-cancelling headphones and ear protection
- Proper cable management and use of cable covers
- Regular safety briefings and training for users

D. Cooking Area

Hazards:

- Hot surfaces and equipment (e.g., stoves, ovens)
- Sharp utensils
- Slips and trips due to spills

Risks:

- Burns and scalds
- Cuts and lacerations
- Slips, trips, and falls

Control Measures:

- Regular maintenance and checks of cooking appliances
- Safe storage of sharp utensils
- Immediate clean-up of spills and use of non-slip mats
- Clear signage and training on safe kitchen practices

E. Core Tuition Areas (English, Maths, Science, History)

Hazards:

- Limited physical activity space
- Potential distractions in a busy environment

Risks:

- Disruptions to learning due to distractions
- Lack of physical movement leading to fatigue or discomfort

Control Measures:

- Designated quiet areas for learning

- Regular breaks to prevent fatigue
- Clear boundaries between academic and practical activity zones
- Support for students' emotional and behavioral needs to prevent disruptions

F. Location Hazards (Industrial Estate Setting)

Hazards:

- Traffic in the industrial estate
- Potential interaction with machinery or delivery vehicles

Risks:

- Road traffic accidents
- Risk of being near moving machinery or delivery vehicles

Control Measures:

- Use of pedestrian crossings
- Safe pathways for staff and students
- Supervision of outdoor activities in shared spaces with vehicles

4. Front Gate Locking Policy

- **General Policy:** The front gate is not locked if there are more than two staff members on site, as all young people are always under one-to-one supervision. If there are fewer than two staff members or a young person is not under one-to-one supervision, the gate will be locked for safety and security.
- **Access to Lock Code:** The gate lock code is only known to ReConnect staff, ensuring that only authorized personnel can enter.
- **Monitoring and Compliance:**
 - Staff will ensure that the gate is locked when needed, particularly when there is a change in supervision levels.

- Regular checks will be conducted to verify compliance with the locking policy.
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5. Emergency Procedures

- **Fire Safety:**
 - Regular fire drills and training
 - Clearly marked fire exits and assembly points
 - Fire extinguishers and alarms tested regularly
 - **First Aid:**
 - Trained first aid personnel on-site
 - Well-stocked first aid kits accessible in all key areas
 - **Evacuation Plan:**
 - Clear evacuation routes posted
 - Regular evacuation drills conducted
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6. Review and Monitoring

This risk assessment will be reviewed annually or following any significant incident, change in legislation, or introduction of new equipment or activities. Feedback from staff, students, and visitors will be considered to continuously improve safety measures.

Approved by:

Chris Sodey
Lead Coordinator of The ReConnect Programme

Date: 5/5/25