

## HMCTS General Risk Assessment – S&SRA 23

Essential information	Details
Subject for assessment	Young Person undertaking work and visiting in HMCTS Premises
Location for assessment	Burnley Combined Court
Detailed location within above	Courts situated on the lower ground floor, ground floor and first floor
Date and time of assessment	3 <sup>rd</sup> October, 2018
Name and Job Title of Risk Assessor	Graham Ainslie, Lancashire Crown Courts Operations Manager
Union Rep/Employee/Other persons present	

Significant Hazards	Persons at Risk	Risk			Risk Control Measures	Residual Risk		
		H	L	RR		H	L	RR
1. Risk of Assault/ Physical Attack/Verbal Abuse/Assault or Threats	Young Person	5	4	20	<ul style="list-style-type: none"> <li>Security staff to monitor access and egress to/from the building.</li> <li>Visitors to be searched on entry into the premises, in accordance to the HMCTS Security, Health and Safety and Fire Safety Policy.</li> <li>Security measures in accordance with HMCTS Security, Health and Safety and Fire Safety Policy to be implemented to prevent unauthorised access to staff areas.</li> <li>Young person must be supervised at all times and not allowed to undertake activities which would involve dealing with members of the public likely to be abusive or violent, such as fines counter, etc</li> </ul>	4	2	8
2. A serious incident occurring requiring the full or partial evacuation of the premises on permanent or temporary basis. The nature of the	Young Person	5	3	15	<ul style="list-style-type: none"> <li>Specific control measures are in place to minimise the possibility of Fire Incidents (such as system for controlling contractors carrying out hot works) and Security Incidents (such as Security personnel</li> </ul>	5	1	5

Significant Hazards	Persons at Risk	Risk			Risk Control Measures	Residual Risk		
		H	L	RR		H	L	RR
incident causing potentially serious injuries at the outset, or during the evacuation phase.					<p>employed to carry out entrance searches). HMCTS Security, Health and Safety and Fire Safety Policy for more information</p> <ul style="list-style-type: none"> <li>Site must have an emergency plan and Business Continuity Plan to deal with incidents, such as a Fire, Bomb Alert, Flooding, etc.</li> <li>Young person to be supervised/accompanied at all times whilst on HMCTS premises to ensure that should the emergency evacuation alarm be activated they will be accompanied off site to the assembly point</li> </ul>			
3. Injury as a result of tripping over a obstacle/trip hazard in the walkway/access route within the premises	Young Person	3	5	15	<ul style="list-style-type: none"> <li>Site must have a system of regular site inspections carried out at least quarterly to identify any tripping hazards, which if identified will be removed immediately, or if not possible, they are to be allocated to a named individual to rectify with earliest possible specified date.</li> <li>Staff must be informed not to leave/store items in walkways/access routes.</li> <li>Staff must be informed that if they observe items left/stored in walkways/access routes they should move them immediately if possible, and report the incident to their line manager who should investigate why they had been left/stored there.</li> </ul>	3	3	9
4. Use of DSE creating a risk of upper limb disorders caused by inappropriate workstation layout or unsuitable furniture	Young Person	3	4	12	<ul style="list-style-type: none"> <li>Young Person to be provided a DSE Assessment by a trained DSE Assessor on first day at the site to ensure they understand the importance of and how to set up their DSE correctly.</li> </ul>	3	1	3
5. Carrying/lifting/moving items with the possibility of musculo-skeletal and other physical injuries	Young Person	3	4	12	<ul style="list-style-type: none"> <li>Young Person not to be allowed to undertake manual handling activities that involve a risk of injury.</li> </ul>	3	1	3

Significant Hazards	Persons at Risk	Risk			Risk Control Measures	Residual Risk		
		H	L	RR		H	L	RR
6. Crush Injury as a result of a collision with office machinery with moving parts e.g. Photocopiers, Printers	Young Person	3	4	12	<ul style="list-style-type: none"> <li>Young person not be allowed to undertake activities to release jammed paper from photocopiers and printers, which risk injury.</li> </ul>	3	1	3
8. Injury as a result of collision with a vehicle within the sites vehicle areas (eg car parks, loading bays)	Young Person	5	4	20	<ul style="list-style-type: none"> <li>Car park restricted by means of security pass. Young person not to be allowed security pass allowing access to Car Park/Loading bay area</li> </ul>	5	1	5
9. Using electrical equipment which could cause injury through incorrect use or as a result of being poorly maintained	Young Person	3	3	9	<ul style="list-style-type: none"> <li>Visual inspection of office equipment is included within the site inspections.</li> <li>PAT testing is carried out at suitably identified intervals</li> <li>Staff have been informed &amp; instructed to report any damaged or faulty equipment to supervisor</li> <li>No personal electrical equipment to be brought into the workplace without the agreement of the senior person on site. Any equipment allowed onto site will be subject to the site PAT testing regime. (This does not apply to battery powered equipment unless permission is sort to charge the equipment on site).</li> </ul>	3	2	6

### Risk Rating

Category	Definition	Rating
<b>Hazard (H)</b>	Very Low	Minor injuries – first aid treatment only
(Potential severity)	Low	Moderate injuries / illness – medical outpatients / or brief absence
	Medium	RIDDOR reportable Injuries
	High	Serious or severe injury illness – Reportable major injury and / or long term absence
	Very High	Fatal injuries – single or multiple
<b>Likelihood (L)</b>	Very Low	Minimal opportunity to occur – unlikely to occur
(Potential exposure)	Low	May occur in time – low expectation of occurrence
	Medium	Likely to occur in time – occasional occurrence
	High	Likely to occur imminently – possible regular occurrence
	Very High	Very likely to occur – will occur on a regular basis
<b>Calculation</b>	<b>Highest Residual Risk Rating = H x L</b>	<b>9</b>

Category	Definition	Rating
Ratings	1, 2, 3, 4 = Low; 5, 6, 8, 9, 10 = Medium; 12, 15 = High; 16, 20, 25 = Very High	Medium

**Signature Of Risk Assessor**

Name	Signature	Date

**Action Points/ Notes/ Progress/ Review**

Details of action	Initials	Date

**Signature of Line Manager & Other Assessors**

Name	Signature	Date