



innov8 Workshops











Risk Assessment for









innov8 Workshops, INTEG House - general







Whole building general risk assessment








Reference number	i8INTEG1
Assessor	Daniela Symons
Date completed	04/11/25
Review Schedule	Annually
Review date	04/11/26
Approved date	04/11/25
Approved by	Daniela Symons
Affected site(s)	innov8 Workshops, INTEG House









Hazards and controls










 Hazard: Hazardous Substances		
Risk of ill health/disease/death due to exposure to hazardous substances.		
Who can be harmed/how?	Controls in place	Risk rating
<p>Operators, Student / Pupil</p> <p>Headaches from inhalation, skin irritation, burns</p>	<p> Employees trained in Chemicals/CoSHH procedures</p> <p> Employees have been trained in how to use the chemicals and the safe system of work</p> <p> PPE Issued, Worn & Kept In Good Condition</p> <p> PPE Issued, Worn & Kept In Good Condition</p> <p> Safety Data sheets</p> <p> All Data sheets are up to date and current (COSHH)</p> <p> Spillages Cleaned Up Immediately</p> <p> Spillages Cleaned Up Immediately</p>	<p> Medium Risk: 21</p> <p>Likelihood: 3/9</p> <p>Severity: 7/9</p>







 Hazard: Stairs		
Risk of injury whilst traversing stairs/stairways		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil, Visitors</p> <p>Injury, including bumps and bruises could be caused by tripping or falling on the stairs.</p>	<p> Areas Kept Clear To Prevent Slips, Trips & Falls</p> <p> Areas kept clear and monitored to reduce the risk of slips, trips & falls around the premises.</p> <p> Escape Routes Included In Fire Monitoring</p> <p> Pro-active monitoring ensure that escape routes are not blocked or obstructed.</p> <p> Suitable Handrails Provided/Installed</p> <p> Suitable handrails provided for guidance & support to reduce the risk of slips, trips & falls</p>	<p> Medium Risk: 20</p> <p>Likelihood: 4/9</p> <p>Severity: 5/9</p>





 Hazard: Work Equipment/Moving Machinery (General Risks)		
Cutting, shearing, entanglement, drawing-in, trapping, impact, stabbing, puncture, friction etc.		
Who can be harmed/how?	Controls in place	Risk rating
<p>Operators</p> <p>Possibility of cuts and grazes, debris in eyes or severe injury.</p>	<p> Only Competent Persons Can Operate The Machine Only personnel with sufficient information, instruction and training can operate the machine</p> <p> Routine Maintenance Undertaken Routine maintenance is undertaken in accordance with the manufacturer's requirements</p> <p> Suitable Hearing Protection Worn <<SNR value>> Suitable hearing protection is worn to reduce noise to safe levels (SNR noise attenuation value)</p> <p> Supervision Provided For The Task Supervision provided for the task</p>	<p> Medium Risk: 16</p> <p>Likelihood: 2/9 Severity: 8/9</p>








 Hazard: Access doors		
Risk of injury due to the inadvertent trapping of fingers, clothes etc. in closing doors.		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil, Visitors</p> <p>Fingers could get trapped. Doors could swing the wrong way causing bumps and knocks.</p>	<p> Alcohol and drugs policy in place Drivers aware of requirements relating to driving while under the influence of alcohol or drugs</p> <p> All Employees Receive Induction Training All employees receive induction training upon commencement with the Company</p> <p> CCTV installed CCTV installed for training, supervision & security purposes</p> <p> Exit Clear & Unobstructed Exit & exit route is kept clear and unobstructed in the event of an emergency evacuation situation.</p> <p> Warning & Information Signage Displayed Relevant warning & information signage displayed relative to the work activity, hazard & risks</p>	<p> Medium Risk: 15</p> <p>Likelihood: 3/9 Severity: 5/9</p>






 Hazard: Challenging Behaviour (Potential of Assault)		
Risk of injury and distress to victims and to those assisting victims of violent conduct.		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil</p> <p>Potential emotional distress. Risk of students leaving site.</p>	<p> Access Into The Premises Is Controlled Access into the premises is controlled so no unauthorised persons can enter.</p> <p> Appropriate First Aid Provided Casualties treated by first aider until emergency help arrives</p> <p> CCTV installed CCTV installed for training, supervision & security purposes</p> <p> Staff training All employees have been trained in challenging behaviour</p> <p> Student Supervision Students to be supervised at all times.</p> <p> Visitor Supervision Visitors are under supervision of staff who are aware of existing emergency procedures</p>	<p> Medium Risk: 12</p> <p>Likelihood: 3/9 Severity: 4/9</p>

 Hazard: Poor Housekeeping		
Risk of injury during access & egress due to poor housekeeping.		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil, Visitors</p> <p>Injury could be caused by trips and falls.</p>	<ul style="list-style-type: none">  Access Into The Premises Is Controlled Access into the premises is controlled so no unauthorised persons can enter.  Aisles & Gangways Kept Clear For Good Housekeeping All aisles and gangways kept clear to avoid slips and trips  All Office Equipment Stored Correctly All office equipment stored correctly and good housekeeping maintained  Good Housekeeping Observed During The Task Good housekeeping standards observed & maintained by operatives throughout the duration of the task  Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.  Spillages Cleaned Up Immediately Spillages Cleaned Up Immediately  The Use Of Trailing Cables Is Avoided/Minimised The Use Of Trailing Cables Is Avoided/Minimised 	<div style="border: 1px solid orange; border-radius: 15px; padding: 5px; display: inline-block;">  Medium Risk: 12 </div> <p>Likelihood: 3/9 Severity: 4/9</p>

 Hazard: People Movement (Risk of Trips & Falls)		
Risk of injury due to a variety of access/egress hazards that can cause trips & falls		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil, Visitors</p> <p>Potential to trip, fall or be knocked into</p>	<p> All Staff Trained In Good Housekeeping Techniques All staff are trained in good housekeeping techniques & the standards expected in the workplace</p> <p> Areas Kept Clear To Prevent Slips, Trips & Falls Areas kept clear and monitored to reduce the risk of slips, trips & falls around the premises.</p> <p> Suitable & Sufficient Lighting Provided Suitable & sufficient lighting provided for the workplace activities</p> <p> The Use Of Trailing Cables Is Avoided/Minimised The Use Of Trailing Cables Is Avoided/Minimised</p>	<p> Low Risk: 9</p> <p>Likelihood: 3/9 Severity: 3/9</p>

 Hazard: Unfamiliar Sites		
Unfamiliar sites can increase the risk of slips, trips, falls and other unknown hazards.		
Who can be harmed/how?	Controls in place	Risk rating
<p>All Staff, Student / Pupil, Visitors</p> <p>Potential for trips and falls from not being aware of steps/doorways which could cause bumps and bruising.</p>	<p> Accessibility Plan In Place An accessibility plan has been put in place to cater for the individual's mobility needs</p> <p> Site inductions All new staff and students will receive a site induction.</p>	<p> Low Risk: 8</p> <p>Likelihood: 4/9 Severity: 2/9</p>

 Hazard: Fire		
Risk of injury caused by naked flames, faulty electrical equipment, arson, explosion or chemicals.		
Who can be harmed/how?	Controls in place	Risk rating
All Staff, Student / Pupil, Visitors Risk of burns or smoke inhalation.	<ul style="list-style-type: none">  Escape Routes Included In Fire Monitoring Pro-active monitoring ensure that escape routes are not blocked or obstructed.  Fire Exits & Fire Exit Signage Maintained Fire exits & signage maintained & displayed to show the way to the nearest safe final exit.  Fire Extinguishers Provided In Areas of High Risk Fire extinguishers provided In areas of higher risk due to the work activity  Fire Marshals In Place The appointment of fire marshals and appropriate training given  Routine Fire Alarm Testing Routine Fire Alarm Testing 	<div style="border: 1px solid green; border-radius: 15px; padding: 5px; display: inline-block;">  Low Risk: 7 </div> Likelihood: 1/9 Severity: 7/9

 Hazard: Office Storage		
Risk of injuries associated with poor positioning & stocking/overstocking of office storage systems		
Who can be harmed/how?	Controls in place	Risk rating
All Staff Potential for knocks or bumps or for items to fall which could cause minor injury.	<ul style="list-style-type: none">  PPE Issued, Worn & Kept In Good Condition PPE Issued, Worn & Kept In Good Condition  Regular Housekeeping Inspections Are Carried Out Regular housekeeping inspections are carried out in the workplace.  Shelving Not Overloaded Or Overstocked Shelving is not overloaded or overstocked with product 	<div style="border: 1px solid green; border-radius: 15px; padding: 5px; display: inline-block;">  Low Risk: 4 </div> Likelihood: 2/9 Severity: 2/9

Assessor's signature: Daniela Symons

Approved by signature: Daniela Symons