

THOMAS DEACON EDUCATION TRUST
Task-Activity Hazard and Selection of Personal
Protective Equipment (PPE) – Risk Assessment



Task/Activity:	1) General Classroom Teaching and Learning, not including Science Laboratory or D&T Workshop 2) Office Working		
VERSION:	1		
FACULTY/DEPARTMENT/AREA:	Academy wide document		
COMPLETED BY:	Harvinder Singh Rajput	POSITION HELD:	Health and Safety Manager
DATE:	10 th June 2020		
AUTHORISATION BY:	Simon Smith and Scott Hudson	POSITION HELD:	Directors
HEALTH AND SAFETY RA REFERENCE NUMBER:	TDA_PPE_RA_????		
PLANNED REVIEW DATE:	10 th June 2023 Kindly note that document review will be continuous and will take place under the following conditions. <ol style="list-style-type: none"> 1. When there are significant changes in Legislation to address any new hazards and risks. 2. Where there have been significant changes in a process. 3. After an unfortunate incident/accident that has identified gaps in a process. 4. Periodically, minimum every 3 years. 		

VERSION CONTROL – COMPLETE EACH TIME RISK ASSESSMENT IS REVIEWED				
DATE	VERSION	REASON FOR AMENDMENTS	COMPLETED BY	AUTHORISING MANAGER

Table 1 - HAZARD AND RISK ANALYSIS

No.	What is the hazard?	What is the potential harm posed by the hazard?	Hazard Applicable? (Yes/No/NA)	Who is at risk of being harmed?	Protection Against Hazard? (i.e. Type of PPE)	Likelihood (L) of the hazard causing harm? (1-5)	Severity (S) for potential harm? (1-5)	Risk Level?	Is the hazard adequately controlled? (Yes/No)
1.	Overhead Hazards: <ul style="list-style-type: none"> • Suspended Loads? • Work on an elevated floor level where objects could fall onto other below? 	<ul style="list-style-type: none"> • Impact injuries resulting in knocks and bumps to the head, i.e. lacerations, contusion, swelling. 	NA	NA	<ul style="list-style-type: none"> • Industrial Safety Helmet • Industrial Scalp Protector, i.e. Scalp Bump Cap <p>NOTE: Specific PPE choice should,</p> <ul style="list-style-type: none"> • be appropriate for protection against the level of risk, and • include make, model and CE number. 	NA	NA	NA	NA
2.	Exposed Rotating Hazards: <ul style="list-style-type: none"> • Machinery Parts 	<ul style="list-style-type: none"> • Entanglement injuries, i.e. fractures and breaks 	NA	NA	<ul style="list-style-type: none"> • General Head Cap • Hairnet <p>NOTE: Specific PPE choice should,</p> <ul style="list-style-type: none"> • be appropriate for protection against the level of risk, and • include make, model and CE number. 	NA	NA	NA	NA
3.	Hazards to the Eyes and Face: <ul style="list-style-type: none"> • Chemical Splashes • Dust • Smoke and Fumes • Welding Operations • Laser/Optical Radiation 	<ul style="list-style-type: none"> • Chemical Burns • Skin Irritations • Respiratory Irritation • Struck-By Injuries from Flying Projectiles • Deterioration in eyesight 	NA	NA	<ul style="list-style-type: none"> • Safety Spectacles • Safety Goggles • Face Screen / Shield <p>NOTE: Specific PPE choice should,</p> <ul style="list-style-type: none"> • be appropriate for protection against the level 	NA	NA	NA	NA

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	<ul style="list-style-type: none"> Projectiles 				of risk, and <ul style="list-style-type: none"> include make, model and CE number. 				
4.	Hazards to the Hands and Arms: <ul style="list-style-type: none"> Chemicals Sharp Edges Extreme Temperatures Biological Agents Exposed Live Electrical Conductors, i.e. wires Sharp Tools, Machine Parts etc. Material Manual Handling Vibration 	<ul style="list-style-type: none"> Chemical Burns Skin Irritations Hot/Cold Burns Electrical Burns Electrocution Lacerations Work Related Upper Limb Disorder (WRULD) Vibration White Finger (VWF), i.e. Hand-Arm Vibration Syndrome (HAVS) 	NA	NA	<ul style="list-style-type: none"> Gloves, i.e. heat, chemical, or abrasion resistant etc. Gauntlets, i.e. heat, chemical, or abrasion resistant etc. <p>NOTE: Specific PPE choice should,</p> <ul style="list-style-type: none"> be appropriate for protection against the level of risk, and include make, model and CE number. 	NA	NA	NA	NA
5.	Hazards to the feet and Legs: <ul style="list-style-type: none"> Metal or Chemical Splashes/Spills Falling Objects Sharp protruding items on the floor, i.e. nails Exposed Live Electrical Conductors on the floor, i.e. wires Unusually Slippery, Wet and Contaminated Floor Conditions 	<ul style="list-style-type: none"> Metal or Chemical Burns Crushing injuries as a result of something potentially falling, i.e. lacerations, contusion, swelling, fractures and breaks. 	NA	NA	<ul style="list-style-type: none"> Safety Shoes/Boots that have toe and metatarsal protection, puncture resistant, electrical insulation, chemical and heat resistant. Appropriate Gaiters/Leggings that are chemical and heat resistant. <p>NOTE:</p>	NA	NA	NA	NA

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					Specific PPE choice should, <ul style="list-style-type: none"> • be appropriate for protection against the level of risk, and • include make, model and CE number. 				
6.	Hazards to hearing: <ul style="list-style-type: none"> • Intense high Sound/Noise 	<ul style="list-style-type: none"> • Noise Induced Hearing Loss (NIHL) <p>NOTE:</p> <ul style="list-style-type: none"> • Noise below 80dB is generally considered safe, while noise above 85dB can be harmful and can cause Noise Induced Hearing Loss (NIHL). • 'Mandatory' to wear hearing protection between 80dB to 85dB. • 'Statutory' requirement under 'The Noise at Work Regulations 1989' to wear hearing protection above 85dB. 	NA	NA	<ul style="list-style-type: none"> • Earmuffs • Earplugs <p>NOTE:</p> <p>Specific PPE choice should,</p> <ul style="list-style-type: none"> • be appropriate for protection against the level of risk, and • include make, model and CE number. 	NA	NA	NA	NA
7.	Hazards to respiratory tract: <ul style="list-style-type: none"> • Biological Agents, i.e. bacteria and viruses • Dust • Smoke and 	<ul style="list-style-type: none"> • Asphyxia 	NA	NA	<ul style="list-style-type: none"> • Face Masks • Face Screen / Shields <p>NOTE:</p> <p>Specific PPE choice should,</p>	NA	NA	NA	NA

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	Fumes				<ul style="list-style-type: none"> • be appropriate for protection against the level of risk, and • include make, model and CE number. 				
8.	Others: •								
9.	Others: •								

Guidance:

- The requirement to provide 'Personal Protective Equipment (PPE)' whilst at work are contained in the '**Personal Protective Equipment at Work Regulations 1992**'. This Regulation should not be confused with the more recent '**Personal Protective Equipment Regulations 2002**' which supersedes the 1992 Regulation and stipulates that Personal Protective Equipment manufactured or supplied should carry a CE Mark, i.e. Certificate of conformity number.
- If more than one item of personal protective equipment (PPE) is being worn, then they should be compatible with one another.
- Employees should be issued with the appropriate personal protective equipment (PPE) if this risk assessment highlights and identifies its need.
- Personal protective equipment issued to people should be logged and recorded, including the type of personal protective equipment issued.
- A system to review the effectiveness/adequacy of the personal protective equipment (PPE) should be in place and maintained.

Table 2 - FURTHER ACTION REQUIRED

No	Further Control Measures Required	Who is Responsible and by When	Residual Risk Level	Date and Details of Progress and Completion of Action

Risk Rating Guidance

Severity Level of Injury (i.e. level of harm being realised)

- 1 Very minor injury/ill-health requiring little or no first-aid.
- 2 More severe injury/ill health that may require up to six days absence from full duties and medical attention (non-RIDDOR).
- 3 Specified injury and significant ill-health as defined by RIDDOR, or seven or more days absence from full duties.
- 4 Specified injury and significant ill-health as defined by RIDDOR, or seven or more days absence from full duties affecting more than one person.
- 5 Single or multiple fatality or life/career changing injury/ill-health.

Likelihood Level (i.e. probability of harm being realised)

- 1 Very unlikely.
- 2 Unlikely.
- 3 Likely.
- 4 Very likely.
- 5 Certain.

Risk matrix

		Likelihood Level				
		x	1	2	3	4
Severity Level	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

1-2	Very low
3-4	Low
5-6	Medium
8-15	High
16-25	Very high