<table>
<thead>
<tr>
<th>Ref No</th>
<th>Hazard under review</th>
<th>No &amp; Description of Staff/Students/Others Involved</th>
<th>Existing Controls</th>
<th>Assessed Level of Risk*</th>
<th>Further Action Required</th>
<th>By (Date) + Review Date</th>
</tr>
</thead>
</table>
| 1.     | Slips, trips and falls as a result of trailing cables, damaged floor coverings, spillages, cabinets/desks/vending machines in hallways. | All staff, All visitors, Students                  | 1. Maintain good housekeeping, including cleaning up spillages and removing obstacles. (If safely possible)  
2. Manage trailing cables, no loose cables in walkways.  
3. Make sure floors and walkways are clear of any obstructions and trip hazards. Reporting any defects to Estates Services.  
4. All staff made aware of the above requirements during briefing sessions. | L, M, H | 1. Supplier requested to deliver packages to area where they will be kept.  
2. Staff to break loads down to smaller sizes and weights where |                     |
| 2.     | Manual Handling- occasional lifting may lead to back injuries, hand and leg injuries especially when not lifted correctly. | All staff                                           | 1. Supplier requested to deliver packages to area where they will be kept.  
2. Staff to break loads down to smaller sizes and weights where | L, M, H |  |                      |
possible (e.g. when collecting bulk exam papers to make more than one trip or to share the load with another person.

3. Manual handling training provided to all staff who undertake lifting task with the potential to cause harm.

4. Staff are instructed not to move any office furniture or other heavy objects i.e. photocopiers. Porters can be booked to undertake such tasks.

5. All manual handling activities with the potential to cause harm must be risk assessed using the college manual handling assessment check list.

3. Fire leading to smoke inhalation, burns and death.

   All Staff
   All visitors

1. Fire evacuation procedures are communicated to all staff during departmental health and safety induction
2. Testing of the fire alarm is conducted every Thursday at 11.15 am. Not tested during exam periods.
3. Fire evacuation drills are carried out annually.
4. Fire extinguishers are provided and maintained on a contract by Estate Services for use by trained Fire Marshalls.
5. Fire exits and escape routes must be kept clear of obstructions at all times.
6. Fire Safety officer to walk the building on a regular basis to check that above fire safety requirements are being met.
7. All staff advised of the above requirements during staff briefings.
8. Trained fire marshals appointed to assist with an evacuation.
9. All staff are required to complete online fire awareness training.

4. Injuries sustained at work. General first aid arrangements

<table>
<thead>
<tr>
<th>Groups</th>
<th>First Aid Arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Staff</td>
<td>First aid signs posted in prominent locations around the building.</td>
</tr>
<tr>
<td>All Visitors</td>
<td>Staff informed of first aid provisions during the departmental health and safety induction session on their first day.</td>
</tr>
<tr>
<td>Students</td>
<td>First Aids signs need to be more prominent and updated with new first aider once training has been completed.</td>
</tr>
</tbody>
</table>

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