



BCT General Risk Assessment

Date of initial assessment: January 2025 Assessment Completed By: Shantelle Brown

Signature: S.Brown

Site Description and Assessment Overview

Uplands House is an operational creative college for 16-19 year old young people. The site has been occupied for over four years. Uplands House is a self contained two-storey building with a total area of approximately 9,722 sq.ft over the ground and first floor together with forecourt, rear parking and fenced compound, with suitable access and egress, car parking for staff and visitors. Both floors provide a combination of individual offices, classrooms and studios with both adequate natural and artificial lighting, together with male and female and disabled WC facilities.

There are dedicated fire exit routes, which are highlighted throughout the building, which exit via the ground and first floors. The primary fire assembly point is located at the front of the building (Bus stop BM). The building has a full security system with cameras feeding into a manned reception area. All staff are required to sign in via an iPad at the main entrance. Visitors sign in at reception and are given temporary identity badges along with the Keeping Safe document, which highlights safeguarding and health and safety information for new visitors and contractors.

The college has separate designated smoking areas for both learners and staff.

The company has assessed risks through a corporate risk assessment (CRA) and a site basis, with a process to reduce and determine sufficient additional procedures and arrangements. This risk assessment reflects the needs of the wider health and safety management system (HSMS) along with reference to additional risk assessments where required by law, regulation, and best practice.

Visitors to the sites, which are in the main, peripatetic staff. There are also visits from learners daily as well as occasional clients including contractors and social workers.

This risk assessment covers all core hazards and risks including those where employees are working away from an office/fixed base i.e. on an employers premises, or at home. The risk assessment recognises the nature of 'Hybrid working' where employees combine their home workspace with working remotely in the field with employers and learners. This risk assessment takes account of the need to identify the role of employer/host sites where they are in control of their work environment. This is to also ensure we secure details in good time to inform employees and contractors of all relevant information pertinent to their safety and well-being.

Hazard, Source and potential for harm.	People / Groups affected.	What are the current controls in place to reduce risk	What additional controls are needed to remove or reduce risk further	Action and Responsibility	Supporting document
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<p>1. Fire – business loss, interruption, loss of life injury to person(s), insurance cost.</p>	<p>Employees. Learners and visitors to Uplands and Creative Works premises, members of the public and other tenants, (where applicable)</p>	<ul style="list-style-type: none"> • Individual site fire risk assessments are completed, or are available, up to date and reviewed. • Statutory tests for all fixed equipment and systems are in place and monitored as required by law and regulation. • Weekly fire alarm test. • Drills and evacuations. • Personal emergency evacuation procedures/plans (PEEPS) as required. • Written policy/procedure for fire safety. • HSMS to reflect all changes/additions to fire safety management. • Responsibilities clearly defined and detailed. 	<p>Next FRA August 2025</p>	<p>Next PAT test due Aug 25 - Cascade</p>	<p>Fire Risk Assessment</p> <p>PAT Test Bi annually Completed Aug 23 - from Aug 2025 will become annual Tests</p> <p>Fire Alarm Check File / Parago</p> <p>Fire safety policy</p>
<p>2. Slips Trips and Falls – injury to person</p> <p>from trailing cables, boxes, bags, uneven surfaces, and wet floors. (BCT/Creative Works sites/premises and any place of work visited.)</p>	<p>Employees, learners, visitors</p>	<ul style="list-style-type: none"> • Responsibilities outlined at induction. • Well-lit areas. • Good housekeeping checks • Reduction/removal of identified hazards particularly cables and 	<ul style="list-style-type: none"> • Annual “Essential Health and Safety Training” in process for all staff – online via iHasco 	<p>SB</p>	<p>Staff Online Health and Safety Training</p> <p>H&S Checklist on Parago</p>



		<ul style="list-style-type: none"> boxes. Review and communicate outcomes of checks where appropriate. Daily office cleaning 			
<p>3. Handling and Lifting- Injury to person from incorrect lifting activities.</p>	Employees	<ul style="list-style-type: none"> Potential for harm identified and covered on induction and through training. Caretaker/equipment provided to avoid/reduce handling tasks. Evac Chair installed on 1st floor, for emergency use only 	<ul style="list-style-type: none"> Consider task-based assessments of generic tasks at BCT. Review accident / incidents if / when reported. 	<p>SB Will use TILE assessment when necessary SB</p> <p>Trained staff members – Displayed - Refresher training in Sept 25</p>	<p>Staff Online Health and Safety Training</p> <p>Siren Certificates</p>
<p>4. Display Screen Equipment-ergonomic injuries, eye strain, headaches stress and infection</p>	Employees	<ul style="list-style-type: none"> Induction training to make aware of hazards. Workstation self-assessment checks. Housekeeping checklists Individual responsibility for workstation. Work planning to control and reduce risks Hygiene regimes for keyboards and desk top equipment. 	<ul style="list-style-type: none"> Monitor and review self – assessment checks - Ongoing Monitor and review housekeeping checks. Reinforce individual disciplines through managers. Liaise with HR to identify issues related to absence / ill health 	<p>SB sends DSE forms to all staff during induction</p> <p>SB Management Management</p>	<p>DSE Assessment form</p> <p>Health & Safety Checklist</p>



<p>5. Site Security – Intruders or persons on site who are uninvited or do not have permission to be there</p>	<p>Employees, learners, visitors</p>	<ul style="list-style-type: none"> • Where possible the use of physical and or electronical aids to reduce the risk of unsolicited entry. • All staff sign into iPad to gain access – Visits logged and reported weekly on Time station • Visitors issued with temporary passes at Uplands • CCTV recording 24 hours a day, 7 days a week • Intruder alarm managed remotely on Texacom App on Facilities Managers phone. • Intruder alarm and CCTV systems are serviced and maintained by external contractor Fire quarterly and annually. 		<p>SB</p> <p>SB</p>	<p>Security Policy</p> <p>Timestation</p> <p>CCTV Policy</p> <p>New contractors - Chilman replacing SLG - July 2025 Quarterly and Annually</p>
<p>6. Electrical – loss of life, burns, fire, electrocution.</p>	<p>Employees, learners, visitors</p>	<ul style="list-style-type: none"> • Statutory testing of systems, installations, and equipment whereare responsible • Reinforce personal disciplines when 	<ul style="list-style-type: none"> • Housekeeping checklists on Parago 	<p>SB</p>	<p>Parago Checklists</p> <p>5 Year EICR Completed</p>



		<p>necessary via email to all staff</p> <ul style="list-style-type: none"> • Individual responsibility to report faults through visual inspection. • Review statutory tests inspections; PAT records, and ensure accuracy and currency • Individual awareness of potential risk and harm. 			<p>Sept 23</p> <p>DSE Form to all staff</p> <p>PAT Test Biannually Completed Aug 23 2023 - from August 2025 will be annually</p> <p>Staff Online Health and Safety Training</p>
<p>7. Lone and Remote Working – risk of personal injury when away from office or remote working</p>	Employees	<ul style="list-style-type: none"> • Lone /remote working policy in place. • Individual staff to follow work disciplines. • Induction training • Managers to review and monitor responsibilities • Investigate accidents and incidents to review and monitor activities. 	<ul style="list-style-type: none"> • Review lone working policy in line with Hybrid working policies. 	<p>SMT</p> <p>SB</p> <p>SMT</p>	<p>Lone Working Policy</p> <p>Accident / Incident form</p>
<p>8. Home /Hybrid working – using home as a work-base permanently</p>	Employees	<ul style="list-style-type: none"> • Lone and remote working policy in place. 	<ul style="list-style-type: none"> • Review home working/hybrid policy 	SB	Lone Working



<p>or as part of a hybrid arrangement. Risks of falls and injuries from work equipment and work environment.</p>		<ul style="list-style-type: none"> • Individual staff to follow work disciplines as detailed through induction and training. • Regular reviewing, monitoring and updating through senior management. • Modify work environments and working practices subject to changes where identified. • Investigate accidents and incidents where reported. 	<p>and arrangements as needs/demands change.</p>	<p>SMT SB/ Management</p>	<p>Policy Accident / Incident form</p>
<p>9. Health and Wellbeing- physical, psychological, and physiological harm associated with hazards in the workplace, created by the workplace directly and indirectly.</p>	<p>Employees, learners, and visitors</p>	<ul style="list-style-type: none"> • Staff all have access to Healthshield at no extra cost • End of term gatherings out for all staff 	<ul style="list-style-type: none"> • Reminders sent out to staff to encourage usage 	<p>SMT</p>	<p>Healthshield</p>
<p>10. New and Expectant Mothers</p>	<p>Employees</p>	<ul style="list-style-type: none"> • Specific risk assessments identified via HR. • Workstations checked and inspected via housekeeping checks. • Personal responsibility to report and inform on issues related to condition and risk assessment. • Review and monitor risk assessments. 			<p>Pregnant worker risk assessment DSE Form</p>



<p>11. First aid provision- loss of life, sustained injuries made worse, claims and business interruption.</p>	<p>Employees, learners, and visitors,</p>	<ul style="list-style-type: none"> • Provision of First aid facilities including First aid boxes. • Trained First aiders. • Adequate signs and notices • Review numbers of trained people, level of training and coverage throughout the business. 	<ul style="list-style-type: none"> • First Aiders have green First Aid Lanyards to ensure they are more visible 	<p>SB</p>	<p>Trained First Aiders/Certificates</p>
<p>12. Peripatetic Working – Working at and from remote workplaces, personal safety violence/threat against the individual.</p>	<p>Employees</p>	<ul style="list-style-type: none"> • Induction training • Policies and procedures in place and communicated. • Client site details re health and safety requested in advance. • Information re site hazards and controls obtained and communicated. • Contact with client representative and H & S information provided. • Review accidents and incidents if/when applicable. 		<p>SB/ SMT SMT SB</p>	<p>Staff induction BCT Policies Staff Online Health and Safety Training Hybrid DSE Form Accident reporting</p>
<p>13.- Work environments - including mains water, hot water systems, boilers, lighting and ventilation.</p>	<p>Employees, learners, and visitors.</p>	<ul style="list-style-type: none"> • Maintenance and housekeeping checks in place. • Statutory inspection checks. • PAT records 		<p>SB</p>	<p>Parago System – Online Housekeeping checks, daily,</p>



		<ul style="list-style-type: none"> • Inspection records and annual checks. 			weekly
14. Site Cleanliness and Maintenance	Employees, learners and visitors	<ul style="list-style-type: none"> • In house caretaker for all remedial jobs • Cleaning scheduled after 5pm daily for 2 hours • Mid day re fresh of toilets, kitchen and common touch surfaces daily. • Effective and efficient collection and disposal of all types of waste/litter including dry recycling. • Cleaning Materials all safely locked away • General Waste and Recycling bins will be kept away from the building to reduce the risk fire damage • All buildings and surrounding areas will be adequately maintained. Sufficient and appropriate litter and waste bins will be provided and will be emptied regularly. 		SB SB SB	Drax Cleaning Services
15. Covid -19	Employees, Learners and Visitors	<ul style="list-style-type: none"> • Written policy and procedures. • Guidance for managing risk. • Covid-19 risk assessment • Provision of PPE provided to all where required 		SMT SB/SMT	BCT Staff Policies Covid Risk Assessment Regular



		<ul style="list-style-type: none"> • Monitor and review at regular intervals application and implementation of all procedures and arrangements. • Review against external legal and regulatory guidance. • Investigate reports of incidents and report a required by internal best practice and government requirements. 		SMT	staff updates via email
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Risk assessment review.

Parago System in place – Checks are now remotely recorded

PAT Test due August 25 - Booked with Cascade - Will commence annually from August.

FRA due August 25 - Booked with DDM Fire

Risk assessment undertaken by: Shantelle Brown – Facilities Manager

Date: July 2025

Date Updated	To Review	Responsibility
July 2025	Jul 2026	SB