


Project Name	Willington Old School Rejuvenation Project	Reference	PRJ-23-0305
Description	<p>Willington Old School is a fantastic local community space and pre-school serving Willington residents. The Old School Trust is responsible for the management and upkeep of the building and its surrounding grounds. The building and its grounds are in desperate need of rejuvenation.</p> <p>The project will comprise of (1) rejuvenation of the indoor space (main hall, small room, reception, and corridors). This will include low level work only repairing damaged plaster work and cracks in the walls, preparing surfaces for painting, painting the walls and cleaning when complete; (2) groundworks to the front and side of the building. This will include weeding, trimming of overhanging vegetation, repainting external railings, and fencing; (3) landscaping (boundary of property and canal side). This will include the trimming of overhanging vegetation (including holly, hawthorn, and other shrubs).</p> <p>Materials and equipment will be provided (for example filler, paint, rollers, brushes, trays etc), however, the volunteers will be responsible for ensuring they are dressed appropriately, have food and refreshments and are wearing suitable footwear and personal protective equipment (PPE).</p>		
Location	<p>Willington Old School Community Centre, The Hawser Hut, The Old School, 42 The Castle Way, Derby DE65 6BT, England, United Kingdom https://goo.gl/maps/5vHkBr33sNDmbFbx7</p>		
Location			
Assessor	Adrian Moore, Volunteer Force Development Officer	Date	14/08/2023
Line Manager	Liz Gumbley, Community Groups Network Manager	Date	14/08/2023
Planned Review Date	13 th August 2024		

Supporting images or photographs to aid site orientation



Example equipment required

Decorating: small step ladders, dust masks, preparation materials (filler, sandpaper etc), paint, rollers, brushes, paint trays, cleaning clothes, protective sheeting, brush cleaning solutions etc.

Groundworks: sufficient hand tools for volunteers, long reach pruning tools (for vegetation trimming), heavy duty waste bags etc.

Painting Railings: dust masks, preparation materials (sandpaper), metalwork paint, brushes, paint trays, cleaning clothes, protective sheeting, brush cleaning solutions etc.

Rear Boundary Landscaping: long reach pruning tools or a mobile working platform.

TASK 1 – REJUVENATION OF THE INDOOR SPACE

HAZARD IDENTIFICATION

Hazard	Likelihood			Severity			Risk			NA
Prolonged repetitive movements when painting	L	M	H	L	M	H	L	M	H	
Working in poor or awkward postures	L	M	H	L	M	H	L	M	H	
Skin contact with wall repair materials (filler)	L	M	H	L	M	H	L	M	H	
Eye contact dust	L	M	H	L	M	H	L	M	H	
Skin contact with paint	L	M	H	L	M	H	L	M	H	
Eye contact with paint	L	M	H	L	M	H	L	M	H	
Inhalation of paint fumes	L	M	H	L	M	H	L	M	H	
Ingestion of paint	L	M	H	L	M	H	L	M	H	
Spray equipment	L	M	H	L	M	H	L	M	H	NA
Steaming equipment	L	M	H	L	M	H	L	M	H	NA
Scraping	L	M	H	L	M	H	L	M	H	
Hand tools	L	M	H	L	M	H	L	M	H	
Work on stairs	L	M	H	L	M	H	L	M	H	NA
Work at height	L	M	H	L	M	H	L	M	H	
Manual handling (Moving Furniture)	L	M	H	L	M	H	L	M	H	
Illness and or accidents	L	M	H	L	M	H	L	M	H	
Drug and alcohol use	L	M	H	L	M	H	L	M	H	
Untidy working environment	L	M	H	L	M	H	L	M	H	

PEOPLE AT RISK

Volunteers	YES
Adjacent Volunteers	YES
Site Wide Volunteers	YES
Occupants	NO
Visitors	YES
Members of Public	NO

CONTROLS

Risk	Control Measures
Repetitive movements Repetitive strain injury and fatigue	<ul style="list-style-type: none"> • Use rollers or spray techniques for work on larger areas as opposed to hand bushing. • Use appropriate brush sizes for the job.
Poor posture Musculoskeletal problems	<ul style="list-style-type: none"> • Avoid working in poor or awkward postures e.g. painting overhangs, extended reaches, etc. • Use fixed height work platforms, tower scaffolds and low-level scaffolding to appropriate height for activity. • Wear appropriate PPE, kneepads, shin guards etc when working at low level. • Take regular breaks from working in awkward / uncomfortable positions where these cannot be avoided entirely.
Skin contact Dermatitis / irritation from skin contact	<ul style="list-style-type: none"> • Use non or low hazardous paints and chemicals where possible. COSHH assessments to be carried out for all hazardous substances, and the control measures put in place during use or handling. • Wear personal protective equipment (gloves/safety glasses) and barrier creams prior to handling hazardous substances. • Wash off all contact chemicals and paint as soon as practicable. Follow recommendations of manufacturers and suppliers as detailed in the material safety data sheet.
Eye contact Irritation/ damage to the eye through contact	<ul style="list-style-type: none"> • Wear safety glasses or goggles when splashing is likely and during sanding operations. • If contact occurs rinse immediately with eye wash or water. Seek medical advice. • Use non or low hazardous paints and chemicals where possible.
Inhalation of fumes Respiratory asphyxiation/ intoxication from fumes	<ul style="list-style-type: none"> • Use hazardous substances in accordance with manufacturers instruction, material data sheets and COSHH assessments. • Ensure area is well ventilated with good air flow prior to commencing work. • Wear face mask when using spraying techniques and during sanding operations. • Use non or low hazardous paints and chemicals where possible.
Ingestion Irritation or injury from ingestion	<ul style="list-style-type: none"> • Do not eat drink or smoke in the work area. • Maintain good standards of personal hygiene do not eat drink or smoke when hands are contaminated with paint. • Wash hands regularly.
Scraping Risk of cuts	<ul style="list-style-type: none"> • Always use scrapers with a hand protection grip. • Operatives to wear gloves and eye protection during scraping operations. • Visually check scrapers before and after use. Report any defects to supervisor.

Risk	Control Measures
<p>Hand tools Injury from use of hand tools</p>	<ul style="list-style-type: none"> • All hand tools and equipment should be visually checked for faults before use. • Any faults reported to project supervisor and tool taken out of use for repair or replacement. • Correct use of tools in accordance with manufacturer's recommendations at all times and specific risk assessments for hand tools / equipment where risks are significant.
<p>Work at height Falls of people or materials from height</p>	<ul style="list-style-type: none"> • Avoid work at height where possible with use of extending equipment. • Step ladders to be used for short duration, work in pairs.
<p>Manual handling Injury from lifting and carrying furniture and equipment</p>	<ul style="list-style-type: none"> • All volunteers given safe manual handling instruction. • Ensure that volunteers only lift items to their own capability. • Use alternative methods to move heavy or large items i.e. trolley, wheel barrows etc. • Encourage multi-lifting to reduce individual physical weight strain. • Encourage rotation of tasks.
<p>Untidy, wet, uneven or slippery surfaces Muscular injuries; Slips, trips or falls; Loss of control of equipment or machinery.</p>	<ul style="list-style-type: none"> • Safety footwear to be worn. • Operatives instructed not continue work if conditions are considered dangerous. • Working areas to be cleared of any obstacles. • Tools to be safely stowed to ensure they do not create a trip hazard when not in use. • Debris and or rubbish is to be removed on a regular basis prior to any work being carried out. • Mark any hazards to make them visible.
<p>Illness and or accidents Cuts, bruises, seizures, head injuries etc.</p>	<ul style="list-style-type: none"> • At least one member of staff on site must be first aid qualified. • Access to a suitably stocked first aid kit on site. • Where appropriate and agreed by individual's storage of extra medication. For example, epi-pen, a spare inhaler (specific to the individual and labelled with their name). • Volunteers emergency contacts to hand – this should be locked away if not in use. • Record any medical needs for individuals. • Record any accidents/incidents in an accident book. • Create a concise record of volunteers that may be vulnerable to accidents or medical conditions – this will primarily be done at the induction process.
<p>Drug and alcohol use Injury to self and others</p>	<ul style="list-style-type: none"> • Smoking, consumption of alcohol and illegal drugs are not allowed on the project site. Designated smoking area is in the front car park.

RISK LEVEL

<L

Very Low
safe to proceed
work under
standard control
measures

L

Low
safe to proceed
work under
additional control
measures

M

Medium
proceed with
caution under
additional controls
measures

H

High
proceed with
caution under
further controls
with supervision

!

Very High
unsafe DO NOT
proceed - essential
further action
needed

FURTHER ACTION OR CONTROLS REQUIRED

Action Required	Timeframe	By	Date
Ensure adequate supervision is provided and that control measures remain valid for the duration of the works.	Ongoing	Designated supervisor	
Completion of COSHH assessment for the materials and or substances to be used.	2 Weeks Prior	Organisation Representative	
All staff to be briefed in the importance and use of correct Personal Protective Equipment and wearing of the correct PPE made a condition of volunteering.	On arrival at site	Volunteer Coordinator and Designated supervisor	
Ensure adequate hand washing facilities on site.	Before starting work	Designated supervisor	
Familiarisation with Fire Evacuation procedures on site.	Before starting work	Designated supervisor	

TASK 2 – GROUNDWORKS TO THE FRONT AND SIDE OF THE BUILDING

HAZARD IDENTIFICATION

Hazard	Likelihood			Severity			Risk			NA
Untidy, wet, uneven, or slippery surfaces	L	M	H	L	M	H	L	M	H	
Heat and or sunshine	L	M	H	L	M	H	L	M	H	
Cold and or wet weather conditions	L	M	H	L	M	H	L	M	H	
Extreme weather events	L	M	H	L	M	H	L	M	H	
Unknown, poisonous, or toxic plants	L	M	H	L	M	H	L	M	H	
Soil and unintended animal manures from cats, dogs and foxes or other free roaming and or wild animals	L	M	H	L	M	H	L	M	H	
Bees, wasps, and other insects	L	M	H	L	M	H	L	M	H	
Noxious and or dangerous materials	L	M	H	L	M	H	L	M	H	
Unsuitable, defective, or damaged tools	L	M	H	L	M	H	L	M	H	
Work at height (below 1 metre)	L	M	H	L	M	H	L	M	H	
Manual handling	L	M	H	L	M	H	L	M	H	
Illness and or accidents	L	M	H	L	M	H	L	M	H	
Drug and alcohol use	L	M	H	L	M	H	L	M	H	

PEOPLE AT RISK

Volunteers	YES
Adjacent Volunteers	YES
Site Wide Volunteers	NO
Occupants	NO
Visitors	YES
Members of Public	NO

CONTROLS

Risk	Control Measures
<p>Untidy, wet, uneven, or slippery surfaces Muscular injuries, slips, trips or falls or loss of control of equipment or machinery.</p>	<ul style="list-style-type: none"> • Suitable footwear for the conditions to be always worn. • Operatives instructed not continue work if ground conditions are considered dangerous. • Pathways to be cleared of any obstacles for example, hose pipe, tools. If in use, they are located at the edge of the pathways. • Tools to be safely stowed to ensure they do not create a trip hazard when not in use. • Any large or heavy items are removed on a regular basis prior to any work being carried out. • Mark any temporary holes to make them visible.
<p>Heat and or sunshine Discomfort, illness, sun stroke and or sun burn or eye damage.</p>	<ul style="list-style-type: none"> • Advise volunteers that comfortable and appropriate clothing to be worn for the conditions. • Regular breaks and drinks available. • Advice given on dangers of overexposure to sun and protection for example, sun creams, head covering, work in the shade middle day if possible. • Have sunscreen available and reapply as required.
<p>Cold and or wet weather conditions Discomfort or illness.</p>	<ul style="list-style-type: none"> • Comfortable and appropriate clothing to be worn for the conditions. • Regular breaks and warm drinks available. • Shelter from the elements will be provided.
<p>Extreme weather events Personal injury.</p>	<ul style="list-style-type: none"> • Cancel activities in case of extreme weather.
<p>Unknown, poisonous, or toxic plants Ingestion, allergic reaction, flicking branches, thorns and stings, eye injuries from plant supports.</p>	<ul style="list-style-type: none"> • If unsure about certain plants, leave alone and check with the project supervisor before continuing. • Wear long pants/trousers and long-sleeved shirt. • Encourage gloves to be worn and hands washed. • Provide eye protection and dust masks when working with thorny plants or individuals have an allergy to plants.
<p>Falling branches or vegetation Personal injury.</p>	<ul style="list-style-type: none"> • Visual checks before the commencement of work to check for dead wood and branches that may fall from height. • In the event of windy conditions avoid areas with overhanging branches and or vegetation. • Maintain an awareness of surroundings. • Wear eye protection.
<p>Soil and unintended animal manures from cats, dogs and foxes or other free roaming and or wild animals. Tetanus, E-coli, Leptospirosis (well's disease), toxoplasmosis, toxocariasis, bioaerosols, skin irritation, soil blowing into yes.</p>	<ul style="list-style-type: none"> • Check the area before volunteers arrive and remove any mess wearing gloves and disposing in outdoor waste bin. • Wash hands after removal of waste. • Gloves to be worn when working in contact with soil. • Avoid working with soil in dry and windy conditions where soil can become airborne. • Hands are washed after any contact with soil.

Risk	Control Measures
<p>Bees, wasps, and other insects. Stings and or bites.</p>	<ul style="list-style-type: none"> • Supply bite/sting relief cream for the individual to administer. • Dispose of any found nests when this poses a risk to others. Correct use of tools in accordance with manufacturer's recommendations always and specific risk assessments for hand tools / equipment where risks are significant.
<p>Noxious and or dangerous materials Personal injury</p>	<ul style="list-style-type: none"> • Broken glass should not be removed, instead the location noted, and this reported to the supervisor to facilitate or arrange safe removal. • Drug related litter/hypodermics should not be moved, instead the location noted, and this reported to the supervisor to arrange specialist removal. • Suspect materials that are possibly dangerous such as unknown liquids in containers, building materials, asbestos etc should not be moved, instead the location noted, and this reported to the supervisor to arrange specialist removal.
<p>Unsuitable, defective, or damaged tools Stabbing injuries to feet and legs or other injuries</p>	<ul style="list-style-type: none"> • Tools purchased from reputable supplier and maintained in good condition. • Use correct tools for job. • Ensure volunteers keep safe working distances from others working around them while using tools. • Ensure tools are safely stowed and/or do not create a trip hazard when not in use. • Regular inspections and defect reporting system. • Defective items removed from use. • Safety boots/protective gloves to be worn.
<p>Work at height (below 1 metre) Falls of people or materials from height</p>	<ul style="list-style-type: none"> • Avoid work at height where possible with use of extending equipment. • Step ladders to be used for short duration, work in pairs.
<p>Manual handling Injury from lifting and carrying furniture and equipment</p>	<ul style="list-style-type: none"> • All volunteers given safe manual handling instruction. • Ensure that volunteers only lift items to their own capability. • Use alternative methods to move heavy or large items i.e. trolley, wheelbarrows etc. • Encourage multi-lifting to reduce individual physical weight strain. • Encourage rotation of tasks.
<p>Illness and or accidents Cuts, bruises, seizures, head injuries etc.</p>	<ul style="list-style-type: none"> • At least one member of staff on site must be first aid qualified. • Access to a suitably stocked first aid kit on site. • Where appropriate and agreed by individual's storage of extra medication. For example, epi-pen, a spare inhaler (specific to the individual and labelled with their name). • Volunteers' emergency contacts to hand – this should be locked away if not in use. • Record any medical needs for individuals. • Record any accidents/incidents in an accident book. • Create a concise record of volunteers that may be vulnerable to accidents or medical conditions – this will primarily be done at the induction process.

Risk	Control Measures
Drug and alcohol use Injury to self and others	<ul style="list-style-type: none"> Smoking, consumption of alcohol and illegal drugs are not allowed on the project site. Designated smoking area is in the front car park.

RISK LEVEL

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Very Low
 safe to proceed
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L
Low
 safe to proceed
 work under
 additional control
 measures

M
Medium
 proceed with
 caution under
 additional controls
 measures

H
High
 proceed with
 caution under
 further controls
 with supervision

!
Very High
 unsafe DO NOT
 proceed - essential
 further action
 needed

FURTHER ACTION OR CONTROLS REQUIRED

Action Required	Timeframe	By	Date
Ensure adequate supervision is provided and that control measures remain valid for the duration of the works.	Ongoing	Designated supervisor	
All staff to be briefed in the importance and use of correct Personal Protective Equipment and wearing of the correct PPE made a condition of volunteering.	On arrival at site	Volunteer Coordinator and Designated supervisor	
Ensure adequate hand washing facilities on site.	Before starting work	Designated supervisor	

TASK 3 – LANDSCAPING (BOUNDARY OF PROPERTY AND CANAL SIDE)

Please also refer to the hazards and controls listed under TASK 2

HAZARD IDENTIFICATION

APPLICABLE ONLY IF A MOBILE PLATFORM OR SCAFFOLDING TOWER IS TO BE USED

Hazard	Likelihood			Severity			Risk			NA
Falls from height	L	M	H	L	M	H	L	M	H	
Falling items	L	M	H	L	M	H	L	M	H	
Collapse of tower	L	M	H	L	M	H	L	M	H	
Overturning of tower	L	M	H	L	M	H	L	M	H	
Modification	L	M	H	L	M	H	L	M	H	
Unauthorised access	L	M	H	L	M	H	L	M	H	

PEOPLE AT RISK

Volunteers	YES
Adjacent Volunteers	YES
Site Wide Volunteers	NO
Occupants	NO
Visitors	NO
Members of Public	NO

CONTROLS

Risk	Control Measures
Falls from height Risk of injury from fall of user	<ul style="list-style-type: none"> All edge protection to be secured into place prior to general use of the tower scaffold as a working platform. The working platform will have all stabilisers, handrails, toe-boards and platforms in place before works will be allowed to commence. Fall prevention measures to be always in place during installation and or alterations. Scaffold must be kept clean, tidy, and free from oil, mud, cement (slip hazards). No persons to be on the tower whilst it is being moved. Tower wheels to be fitted with brakes which will be kept on for as long as there are volunteers on the platform.
Falling items Risk to other from falls of materials and tools	<ul style="list-style-type: none"> Tools to be secured during working at height and accessing work at height. Toe boards and other protection measures as required to be fitted to prevent falls of tools, materials, or equipment. Debris netting or chutes to be used where appropriate. Work area to be fenced off and warning signs at all access points to work area where work is carried out above ground level.

Risk	Control Measures
<p>Collapse of tower Injury to user and others from collapse of tower</p>	<ul style="list-style-type: none"> • Always follow manufacturer instruction manual regarding the erection sequence, including any bracing requirements. • Always install stabilisers or outriggers when advised to do so in the instruction manual. • All towers must be inspected following assembly and then at suitable regular intervals. • Ensure tower is vertical and situated on firm and stable ground. • Ensure handrails, bracing and platforms are suitable – report any defects to supervisor immediately. • Lock wheels and ensure outriggers are secure. • Prior to use check for damage, excessive wear, distortion, oxidation, and corrosion. • Do not exceed the specified loading rating of the scaffold. Consider user weight, plus tools and materials when calculating safe tower loading.
<p>Overturning of tower Injury to user and others from overturning of tower</p>	<ul style="list-style-type: none"> • Scaffold towers or mobile work platforms must be installed by competent operative on firm and level ground. • Locked castors or base plates must be properly supported. • Stabilisers or outriggers are installed when required. • Towers never erected to a height above that recommended by the manufacturer. • Do not over-reach. Work only within safe reaching distance. • Even spread of loads assists tower stability. • Do not work at height in storms or strong winds.
<p>Modification Increased risk during installation and dismantling</p>	<ul style="list-style-type: none"> • Scaffold towers or mobile work platforms must be dismantled by competent operative on firm and level ground. • Should the height of a tower need to be increased, stabilisers will be used to increase the height to base ratio. • Working platforms will be fitted with toe-boards and guardrails. • Access points will be kept closed while employees are on the platform.
<p>Unauthorised access Risk to others</p>	<ul style="list-style-type: none"> • Scaffold towers or mobile work platforms will be secured after use, and where applicable ladders at ground level removed when unattended. • If used in public areas and unable to move to secure area when out of use, additional steps taken to prevent unauthorised access such as removing ladders, adding netting, providing security, or dismantling.

RISK LEVEL

<L

Very Low
safe to proceed
work under
standard control
measures

L

Low
safe to proceed
work under
additional control
measures

M

Medium
proceed with
caution under
additional controls
measures

H

High
proceed with
caution under
further controls
with supervision

!

Very High
unsafe DO NOT
proceed - essential
further action
needed

FURTHER ACTION OR CONTROLS REQUIRED

Action Required	Timeframe	By	Date
A separate risk assessment to be carried out for equipment selected (scaffold towers or mobile work platforms).	2 weeks prior to project start date	Organisation representative	
Ensure adequate supervision is provided and that control measures remain valid for the duration of the works.	Ongoing	Organisation representative	
All staff to be briefed in the importance and use of correct Personal Protective Equipment and wearing of the correct PPE made a condition of volunteering.	On arrival at site	Volunteer Coordinator and Designated supervisor	