

Risk area:

Bodily Fluids

Assessment performed by:	Project Director and/or Co Director, preferably both.
Workplace:	Harwes Farm CIC

Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
1. All staff are instructed to wear gloves when dealing with any bodily fluids. 2. Items contaminated by bodily fluids are to be disposed of into separate bin bags and taken directly to the refuse bins (located out front of the main house)			✓ ✓ ✓ ✓	1. Health & Safety Policy 2. Security Policy	Apr 2015 Apr 2015
If one of these hazards is identified, please tick (✓) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.					

Additional Hazards Identified	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		
Out of hours		✓		The Project Director and/or Co Director walk around the site before and after each visit checking for any potential hazards	Apr 2015

People at risk (✓):	Pupils ✓	Staff ✓	Parents ✓	Parent helpers ✓	Visitors ✓	Contractors ✓
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Employees informed of risk assessment via all of the following means:	1. Announcement at introductory meetings 2. Induction for new staff 3. Notice boards and wherever else appropriate
Employees to report newly-identified hazards via:	Notification to Project Director and/or Co Director and preferably both
Date of next assessment:	Spring 2016
Assessment frequency:	Annually
Date: 01/04/15	Signed: