

Risk area:

Repairs and Maintenance

Assessment performed by:	Project Director and/or Co Director
Workplace:	Harwes Farm Community Interest Company
Employer:	

Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
1. Where possible, minor repairs are carried out by Co Director 2. Where more serious repairs and maintenance are required, HF CIC source reputable firms to carry out the work. 3. Works are carried out out of hours and not when visits are taking place, except in exceptional circumstances. The part time visit nature of the business of Harwes Farm CIC facilitates maintenance works to be done safely whilst visitors are not on site.			✓ ✓ ✓	1. Health & Safety Policy	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 in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		
		✓		The Project Director and Co Director walk the site before and after each visit	Apr 2015

People at risk (✓):	✓	Staff	✓	Parents	✓	✓	Visitors	✓	Contractors	✓
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Employees informed of risk assessment via all of the following means:	1. Announcement in staff meeting 2. Induction for new staff 3. Notice boards and wherever else appropriate
Employees to report newly-identified hazards via:	Notification to HF CIC leaders
Date of next assessment:	Autumn 16
Assessment frequency:	Annually
Date: Sept 14	Signed: