

UK School of Floristry Risk Assessments

What are the hazards?	Who might be harmed and how?	What is being done now?	What else needs to be done?	Action by whom?	Date done
Slips and trips	Staff, students and visitors may be injured if they trip over objects or slip on spillages	<ul style="list-style-type: none"> • General good housekeeping • All areas well-lit including stairs • No trailing leads or cables • Staff keep work areas clear, e.g. no boxes left in walkways or on stairs, deliveries stored immediately • Spills and debris cleared away as soon as is practicable • Staff wear appropriate shoes 	<p>Regular checks by all staff to ensure that working areas are kept clear of potential slip and trip hazards</p> <p>Regular checks to floor surface for damage/slip-resistant properties</p>	All staff, supervisor to monitor	
Staircase	All users (students and staff)	<ul style="list-style-type: none"> • As above, general good housekeeping • Area constantly kept free of obstruction • Secure handrail and floor covering 	<p>Regular checks to maintain free access</p> <p>Visual check to rail and covering to ensure that these are secure and safe</p>	All staff	
Equipment (1) All knives, wire cutters, secateurs and scissors	All users (staff and students) may be injured if untrained or equipment is poorly maintained or dirty. Horseplay and unauthorised use may also cause injury	<ul style="list-style-type: none"> • Staff trained in use and care • Students made aware and trained in use during courses • All items to be kept clean and sharp (dirty=infection hazard, dull=injury hazard) 	<p>Regular daily sight checks by all staff to ensure all items in good order.</p> <p>Staff to discourage any horseplay or inappropriate behaviour</p>	All staff, supervisor to monitor	

<p>Equipment (2) All electrical equipment (glue guns, heaters, free standing lights, cash registers, kettle)</p>	<p>All users may be injured if untrained or if equipment is poorly maintained. Untested equipment may also pose a fire risk</p>	<ul style="list-style-type: none"> • All items regularly PAT tested. (minimum 2 years or when replaced) • All staff trained in use • Students to be made aware and trained in use during courses 	<p>Regular daily sight checks by all staff to ensure all items in good order, including damaged/worn cables All items disconnected from mains during lock-up routine</p>	<p>All staff, supervisor to monitor</p>	
<p>Substances in use (Sprays and aerosols, flower and plant food, pesticides, cleaning materials, bleach, washing-up liquid, soap/handwash)</p>	<p>All users, hazards from inhalation, poisoning by ingestion or skin contact (possible contact dermatitis)</p>	<ul style="list-style-type: none"> ■ Staff all made aware of COSHH statements and acknowledge awareness by signing ■ Students made aware at beginning of course and acknowledge by signing CoP ■ New items added to COSHH file and old removed and all made aware ■ Safe usage procedure observed at all times ■ Use of proprietary pesticides in strict accordance with makers' instructions 	<ul style="list-style-type: none"> ■ All staff carry out daily usage in accordance with manufacturers' instructions ■ All to use protective gloves provided ■ Staff to regularly check for signs of sensitivity (contact dermatitis) and change products if necessary 	<p>All staff, supervisor to monitor</p>	
<p>Furniture, fixtures and fittings</p>	<p>All users and visitors. Injury possible caused by inappropriate placement or damage/wear and tear</p>	<ul style="list-style-type: none"> ■ Visual checks made daily/weekly for wear and tear and prompt repair/replacement carried out 	<p>Continue routine checks</p>	<p>All staff, supervisor to monitor</p>	

		<ul style="list-style-type: none"> ■ Good housekeeping prevents inappropriate placement 			
Step stools and ladders	All users and visitors. Injury possible caused by inappropriate placement or damage/wear and tear	<ul style="list-style-type: none"> ■ Visual checks made daily/weekly for wear and tear and prompt repair/replacement carried out ■ Good housekeeping prevents inappropriate placement of items ■ Use of equipment not permitted when working alone 	Continue routine checks	All staff, supervisor to monitor	1/5/10
Off-site working	All staff - possibility of uncontrolled risks at outside venues.	<ul style="list-style-type: none"> ■ Prior visit and checks made that H&S safeguards in place at venue are adequate ■ Risk assessment of any uncontrolled hazards ■ Checklists for staff working offsite to ensure good housekeeping 	none	All staff, supervisor to monitor	1/5/10
Standing for long periods	Staff and students may experience musculoskeletal discomfort or injuries	<ul style="list-style-type: none"> • Appropriate seating is provided • Staff take regular breaks 	none	All staff, supervisor to monitor	1/5/10
Fire	Staff, students and visitors may be injured in the event of a fire	<ul style="list-style-type: none"> • Fire risk assessment in place in accordance with guidelines • Exit routes identified and marked 	Aerosols and solvents stored out of direct heat and sunlight	All staff, supervisor to monitor	1/5/10

Driving/delivering	Drivers - possibility of injury whilst delivering	<ul style="list-style-type: none"> ■ All drivers observe the law whilst driving ■ Hands-free kit used for mobile phone contact with workplace ■ Emergency procedure in place to be observed in case of accidents 	Additional driver training to be investigated	All staff, supervisor to monitor	1/5/10
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Assessment review date:/...../.....minimum one year unless working practices change