



CERA Cycle Maintenance Activity; **Activity Date;**

ASSESSORS NAME/S: (Please PRINT)	DATE:	REVIEW DATE:	Persons at risk: CERA customers , CERA staff, college pupils, staff and visitors
Brian Pendlebury	6 th April 2014	On-going	This assessment has been completed to accommodate individual or group facilitation (max 8 attendees and max two CERA staff)

<p>It is a requirement that all workers involved in delivering a session must read, discuss, print name and sign this document to verify the document has been given due attention prior to conducting a session.</p>		NAME		
		SIGN		
		NAME		
		SIGN		
HAZARDS and/or HAZARD REFERENCE NO.	PRECAUTIONS / PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED?	WHO / WHEN
<p>Bike repair tasks</p> <p>Risk of bike falling over in workshop</p>	<ul style="list-style-type: none"> • ALL bikes are labelled with a complete check list CERA staff MUST sign of all work completed • CERA worker to ensure set up and storing of equipment is a team effort. • All bikes must be securely attached to the cycle work stands before work commences and this must be checked by CERA staff 	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>CERA staff to ensure the project is set up in line with all health and safety requirements</p> <p>On completion CERA staff must ensure all equipment is put away neatly ready for next session.</p>	<p>CERA staff on set up</p> <p>CERA staff before task begins</p> <p>CERA staff on completion</p>



<p>Skin Allergy dermatitis</p>	<ul style="list-style-type: none"> • Rubber gloves to be offered to all engaging in this activity. • Barrier cream to be offered to protect hands from oil and Swarfega to be offered to wash hands 	<p>LOW</p>	<p>CERA Staff to offer barrier cream and swarfega to wash hands CERA staff to ensure all attendees understand the importance of hand washing</p>	<p>CERA staff before activity begins, before breaks and at end of activity.</p>
<p>Risk of injury – lifting bikes</p>	<ul style="list-style-type: none"> • On completion of sessions all bikes must be stored in order, labelled and stored securely and neatly by CERA staff. 	<p>LOW</p>	<p>CERA staff to ensure all bikes are stored in a secure and safe manner</p>	<p>CERA staff at the end of the activity</p>
<p>Risk of minor abrasions/cuts from cables</p>	<ul style="list-style-type: none"> • Where required specialist course activity will be conducted by a CYTEC Cycle Mechanic to give tuition. • Individuals will be made aware of possible dangers when working with brake and gear cables! 	<p>LOW</p>	<p>CYTEC mechanic will read this document and ensure all aspects are carried out</p>	<p>CYTEC mechanic</p>
<p>Soiling own clothing</p>	<ul style="list-style-type: none"> • Overalls must be offered and worn to protect personal clothing 	<p>LOW</p>	<p>CERA staff to ensure all understand the importance of handling cables correctly and the dangers attached.</p>	<p>CERA staff before activity begins and again before handling of cables takes place</p>
<p>Injury to feet</p>	<ul style="list-style-type: none"> • Sturdy footwear to be advised and worn 	<p>LOW</p>	<p>CERA staff to refuse access to workshop if inappropriate footwear is worn.</p>	<p>CERA staff to check footwear before session begins.</p>



First Aid	First Aid kit and First Aider will be on site. All injuries will be entered on the CERA accident forms. A first aid kit and eye wash will be located in the workshop further to this the college security will also have a first aid kit if extra first aid assistance if required.	Low	If hospital attention is needed... CERA staff to ring for ambulance (if required)	CERA workers as and when required
Out of service staff i.e. volunteers or staff who are not employed at CERA or CERA CRB / DBS cleared volunteers	All attendees under the age of 18yrs must be accompanied and supervised by CERA staff at all times. Under no circumstances should under 18yrs be left alone with others who are not CRB / DBS cleared - CERA employees or volunteers	LOW	CERA employees must ensure they are supervising and accompanying under 18yrs attendees at all times whilst conducting activities	CERA staff to manage these requirements at all times
Fire	A fire assembly point (main college car par) in a position of safety will be allocated and discussed with all present. On opening up the building CERA staff must ensure the fire exits are unlocked ready for emergency use All CERA staff will have training during induction re fire evacuation procedure's governed by Stockport College fire evacuation policy	Low	All participants/visitors to sign in. In case of a unforeseen fire or in a test - Fire Safety Officer to escort CERA visitors to the pre-agreed position of safety and carry out evacuations in accordance with Stockport College policy	CERA worker to make checks on arrival at site and inform all on site of the procedures and manage a safe evacuation where required
Slippery Surfaces	Any spillages too be wiped up at the earliest opportunity. Sign to highlight wet floor to be used.	Low	CERA staff to monitor any spillages	CERA staff throughout all sessions
Step Ladder use	On occasion step ladder use may be used however the step ladders must be footed by a responsible adult and the user will not place feet higher than the second to top rungs in line with HSW act 1974	Low	CERA staff to monitor usage and ensure footing of ladders is taking place if in use	CERA staff when ladders are being used



<p>Transportation Of clients</p>	<p><u>Parental consent to be obtained from services and provided to CERA for transportation to take place</u></p> <p>Own Vehicles...CERA staff to ensure they have business insurance and that all individuals in a vehicle have their seat belt fastened before the vehicle is in motion. (under 18yrs must be seated in the rear of the vehicle with child locks applied where available.)</p> <p>Accidents...In case of any accidents; where possible remove all occupants from the vehicle into a place of safety.</p>	<p>Low</p>	<p>All CERA Staff to ensure preventative measures are in place and further to this if staff experience any difficulties they are to stop the vehicle at the first opportunity, cease transportation and contact the CERA duty manager immediately.</p>	<p>CERA worker before the journey begins and assessing the journey throughout.</p>
<p>Highly Inflammable Substances</p>	<p>Aerosol cans of WD40 will be used in the workshop as a lubricant for the purpose of oiling parts. CERA staff are to monitor the correct use of these aerosols and ensure NO naked flames are in the locality of use. This will be covered in the induction</p>	<p>Low</p>	<p>CERA Staff to ensure correct use of aerosol oil and requirements are understood and in place before a session begins</p>	<p>CERA staff throughout the session</p>
<p>Smoking</p>	<p>CERA staff must advocate a no smoking policy – staff do not smoke in front of any CERA customers at any time – all attendees are to be notified that anybody wishing to smoke must do so outside of the college grounds in designated smoking areas ONLY.</p>	<p>Low</p>	<p>CERA staff to promote stop smoking alternates, ensure attendees are aware of requirements before task begins and ensure the requirements are adhered to throughout attendance</p>	<p>CERA staff throughout the session</p>



Supply of Refreshments	<p>CERA provide Tea, coffee and soft drinks Pre-packed snacks can also be supplied and or lunches supplied by a qualified caterer. Stockport College also have a canteen where people can access affordable refreshments</p>	<p>LOW</p>	<p>CERA staff to be informed of any allergy information</p>	<p>CERA staff to obtain information before sessions begin</p>
Welfare Facilities	<p>Attendees can use the welfare facilities located within Stockport college premises, (male toilets in CERA STEM CENTRE) (Female toilets in main building) CERA staff to monitor use and numbers using the facilities at any one time CERA staff to check CERA STEM centre welfare facilities every 3 hrs to ensure they are clean and tidy</p>	<p>LOW</p>	<p>CERA staff to supervise the amount of under 18yrs using the welfare facilities at any one time. And ensure cleanliness of facility before leaving</p>	<p>CERA staff throughout session and before leaving CERA premises</p>
Any concerns regarding behavioural issues	<p>CERA staff are trained in use of conflict management. If discussion has been exhausted CERA worker will ask any individuals causing nuisance if they would like to leave the CERA premises and also discuss / outline any consequences of this.</p>	<p>LOW</p>	<p>If the decision is taken to call off a session CERA staff to notify parents of individuals under 18yrs and inform the appropriate contractor</p>	<p>CERA worker as and when required</p>
Respect for property and others	<p>A signed code of conduct to be signed by all participants prior to starting a programme and CERA staff to give a brief talk before beginning the task.</p>	<p>LOW</p>	<p>Failure to comply with the code of conduct will result in the session ending and the contractor notified</p>	<p>CERA workers constantly assessing the situation on site</p>
Individual and personal risks concerns, allergies etc... Client and staff Allergy , conditions, medical requirements	<p><u>The contractor will be responsible for supplying</u> all information in relation to any risk, medical issues or allergies this information will be entered into the referral paperwork when requesting a service.</p>	<p>LOW</p>	<p>CERA staff to read the activity attendance paperwork and where required have this information ready to pass on to emergency services if required</p>	<p>CERA staff before commencing any activity with small groups or individuals</p>



	This information will be kept password protected and will not be used for any other purpose other than CERA activities related to the service provision.			
Injury from lifting	See below ratios diagram below	LOW	CERA staff to work in line with guidance below	CERA worker when delivering sessions

Guidance weights for male and female lifting ratios

Please ensure the following

1. All young people to life **NO MORE** than 7Kg in weight
2. Give a brief talk as to safety issues.
3. Lifting guidance is given (bend legs, hold item and rise in an upright position using the legs to rise).

