

**BUILDING  
MAINTANANCE**



Site Name and Address

Assessment undertaken – 1<sup>st</sup> April 2013

Completed by Lucy Prew

Assessment Review Date



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List hazard

List groups of people who are especially at risk from the significant hazards which you have identified.

List existing controls in place or note where the information may be found.

List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high

a. Falls  
b. Electrical Shock  
c. Cuts  
d. Falling Objects  
e. Poisoning (Gas/Asbestos)  
f. Tools

Staff  
Children  
Visitors

See Assessment of Risk – Trips, Falls and Falling Objects.  
We employ local Maintenance persons to complete all required tasks, who hold relevant qualification.  
There is a file in which non-urgent repairs are recorded and reported. Urgent repairs are recorded and reported and the appropriate engineers are called out.  
All traffic routes to be kept clear of obstruction where possible.  
  
Visiting work persons are not to be left in an area where there are young people and either party are unsupervised.  
  
Any person using cleaning materials or work person, maintenance person using tools to ensure these are not left unsupervised or where children have access to these.

Regularly used contractors will be checked via Criminal Records as advised in National Minimum Standards  
  
External contractors are to be instructed on safe working practice regarding tools upon entry to the building.