

**R**isk **A**ssessment

Employers have a legal duty to assess the risks to the health and safety of their employees and also the risks to the health and safety of persons not in employment but which may also be exposed to risks relating to the activities of the business and its employees in the course of their work. Employers with five or more employees have a legal duty to record risk assessments in writing.

In practice, most employers conduct a general assessment to identify **1/** the working environment key risks and their control measures. **2/** A further assessment of the risks by the employees about to embark on the job. **3/** Any additional risks brought about by adverse or unusual circumstance.

Involving staff who do the work and who know the risks involved is a valuable contribution to obtain an informed risk assessment evaluation. Employees are more likely to understand why procedures are put in place and to follow them if they have been involved in the process.

Risk assessments are a requirement under HSE legislation, inspections or investigations by the relevant Enforcement Authorities as a result of an incident may place the risk assessment methods being implemented and the competence of those persons conducting risk assessments under scrutiny.

A **Hazard** is anything that may cause harm, e.g. chemicals, electricity, working from ladders, noise, dust, machinery etc.A **Risk** is the chance, high or low, of somebody being harmed by the hazard, and how serious the harm could be.

**The HSE suggests that risk assessments should follow five simple steps:**

**Step 1: Identify the hazards.**  
**Step 2: Decide who might be harmed and how.**  
**Step 3: Evaluate the risks and decide on precautions.**  
**Step 4: Record your findings and implement them.**  
**Step 5: Review your assessment and update if necessary.**

When conducting risk assessments consider the available **up to date** information for the type(s) of risks involved, including:

* HSE or Government Department procedures, guidance, or risk assessment requirements.
* Regulations, e.g. Work at Height Regulations 2005
* Any associated Approved Code of Practice (ACoP), which provides practical interpretation of the legislation for employers
* Good practice guidance notes from the HSE, special interest groups and trade associations
* Company’s own health and safety policy and arrangements document (sometimes more exacting than the law itself)
* The people doing the job who know how things are actually done, rather than just how they should be done
* External consultants, e.g. specialist in their field.

A date should be set to review the risk assessment following any changes in working practices such as. New plant. Changes in legislation, and/or required working procedures As a result of an accident.

**Finally, it is most important to regularly get out into the workplace and ensure that risk control measures are in place and working effectively.**



**R**isk **A**ssessment  **EXAMPLE**

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| BUSINESS ADDRESS | Name of company and address including post code RB22 6BJ | | |
| G.R.A. Activity/Location | Reception and memorial display area RB22 6BJ | REF/ | 1 |
| G.R.A. Activity/Location | Kitchen and rest area RB22 6BJ | REF/ | 2 |
| G.R.A. Activity/Location | Washroom and WC RB22 6GJ | REF/ | 3 |
| G.R.A. Activity/Location | Workshop and loading bay area RB22 6BJ | REF/ | 4 |

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| Person responsible for completing risk assessment | | John Brown, General Manager. | | Date | 03/12/2020 |
| Contact Details | Tel: | Mob: | Email: | | |

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| **REF/** | **General Risk Assessment**  **What are the Hazards?** | **Who might**  **be harmed** | **Control measures** | **Action by and**  **their position** | **Action Date**  **Review Date** | **Done**  **Y / N** |
| **REF/**  **No 1** | **Reception and memorial display area**  Heavy memorial stones on display in reception area and various samples of different types of stones. These have potential to cause injury if pushed over or dropped. | Reception staff and visiting customers.  Anyone passing through reception. | Warning signs not to touch products or samples on display.  Ensure display memorials are securely fixed and cannot be toppled.  Display heavy samples on the floor or fixed to secure suitably strong shelving. | **S Greaves.**  **Reception office manager.** | **30/04/2020**  **30/10/2020** | **Y** |
| **REF/**  **No 2** | **Kitchen and rest area.**  Kitchen appliances could provide potential for fire hazard, electric shock scold or burn. | **Who might**  **be harmed**  All office reception staff, and workshop personnel. | **Control measures**  Electrical appliances are Ce approved. Sockets and wiring PAT tested. Kitchen appliances wiring is checked for damage and are correctly fused.  Appliances positioned away from water or combustible materials. Clear working instructions are provided.  Warning signs against miss use adjacent to appliances.  Fire blanket provided in container on wall in close proximity to appliances with visible instructions for use.  First aid kit provided in kitchen unit.  A registered CO2 Fire extinguisher suitable for electrical and flammable liquid fires is located in the hallway opposite the kitchen entrance. | **Action by and**  **their position**  **S Greaves.**  **Reception office manager.** | **Action Date**  **Review Date**  **30/04/2020**  **30/10/2020** | **Done**  **Y / N**  **Y** |
| **REF/**  **No 3** | **Washroom and WC**  There is a step down into the washroom and WC facility which is a potential trip hazard.  Two separate WC cubicles available, | **Who might**  **be harmed**  All on site reception and office staff and workshop personnel.  And permitted visitors. | **Control measures**  Place sign on outside of washroom door warning of step down into washroom. | **Action by and**  **their position**  **S Greaves.**  **Reception office manager.** | **Action Date**  **Review Date**  **30/04/2020**  **30/10/2020** | **Done**  **Y / N**  **Y** |
| **REF/**  **No 4** | **Workshop/ loading bay/ and memorial fixers.**  Entry into workshop is via yard at rear of premises, potential trip hazard from materials stored in the yard.  Grit Blast cabinet and grit blasting equipment.  Air compressor.  Electrical tools, equipment, and sockets.  Workshop loading bay area lifting and moving heavy materials in and out of vehicle, potential crush injury or muscle strain. | **Who might**  **be harmed**  Workshop and memorial fixing personnel.  Dust hazard.  Noise Hazard.  Workshop personnel. | **Control measures**  Prominent signs informing members of the public and non-approved individuals not permitted in the workshop or loading bay area.  A designated walkway is provided to give clear unrestricted access across rear yard to workshop entry. Regular checks to ensure materials are stored safely.  PPE footwear must be worn at all times in yard, workshop and loading bay areas.  All grit blast equipment is regularly serviced, operated, and maintained in accordance with manufacturer’s recommendations. Operating instructions are available and complied with, all permitted operators are adequately trained and competent.  The grit blast cabinet is separate from the main workshop with sealed and serviced dust extraction and grit blasting media is stored in a dry locked cabinet. Only permitted competent operatives have access to the grit blasting equipment and associated accessories.  All electrical equipment checked for safe serviceability and sockets pat tested annually.  Required PPE dust masks, gloves, eye protection, ear defenders,  are provided and used when appropriate. Operatives have their own PPE provided for their personal use.  Memorial fixers/drivers provided with all necessary PPE.  The company vehicle is regularly serviced and has a first aid kit located behind the driver’s seat.  **Additional Occupational Health Control measures**. Occupational health surveillance of all workshop staff and memorial fixers / drivers is undertaken every six months in the form of a self-surveillance occupational health questionnaire.  Loading bay is kept clean and tidy, uncluttered access to materials being loaded or unloaded. Safe manual handling techniques and manual handling equipment to assist in safe manoeuvring of materials.  All manual handling equipment is in good condition regularly serviced as required  Operatives wear serviceable PPE appropriate for the work in hand and unrestrictive workwear.  A workshop first aid kit is located in a cupboard marked `first aid` which is fixed to the wall adjacent to the workshop managers workstation.  A registered CO2 Fire extinguisher suitable for electrical and flammable liquid fires is located on the wall adjacent to the rear yard entrance. | **Action by and**  **their position**  **J Brown**  **Production manager** | **Action Date**  **Review Date**  **30/04/2020**  **01/10/2020** | **Done**  **Y / N**  **Y** |
|  |  |  |  | **Signed off by.** | **Action Date**  **Date** | **Review**  **Date** |