

Risk Assessment Information

Risk Assessment Examples

The following document is an example of a risk assessment carried out for a specific task.

Please now carefully examine the risk assessment and ensure that you add any further significant hazards associated with the task you are carrying out; these hazards must then be controlled and risk ranked to ensure that the risks of injury and ill health are reduced to a tolerable level.

Please remove any hazards and control procedures that do not apply to your task. Remember, you will be expected to implement all control procedures listed in your risk assessment.

This document should then be used in conjunction with the associated method statement to provide a comprehensive set of safety documentation for the task you are carrying out.

Please read the document RA\_training\_183.pdf supplied with this risk assessment or go to [www.hsdirect.co.uk/free-info/risk-assessment.html](http://www.hsdirect.co.uk/free-info/risk-assessment.html) for the web version. This document will give you comprehensive information on how to complete a risk assessment including risk ranking.

If you are still unsure and/or you are dealing with tasks of a very hazardous nature, we advise that you seek further professional advice.

The Logo, Task Description, Location, Date of Review, Company Address, etc are in the document header.

To change these details, simply double click over the top of the logo which will open the header and footer for editing.

The last page of this document should be used to fill in any other hazards and control procedures that become apparent on site.

**Disclaimer**

**All information and advice is given in good faith. We cannot accept any responsibility for your subsequent acts or omissions. If you have any doubts, queries or concerns, you should refer to the relevant regulations and take further professional advice.**

**Please delete all red text prior to use.**

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| **Assessors Name** | **Assessors Signature** | **Persons Affected By This Risk Assessment** |
|  |  | staff, client staff, other contractors, members of the public delete as required |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Hand tools | Operatives must be deemed competent to use relevant hand tools.  All hand tools should be in good condition and must be inspected prior to use.  All hand tools are kept in tool bags/boxes when not in use.  Ensure all tools to be used are in good condition i.e. no loose or damaged parts. | 2 | 3 | 6 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Slips, trips and falls | Ensure walkways and Emergency Escape routes are kept clear of obstruction at all times.  Staff will ensure that good standards of housekeeping are maintained at all times, cables and other equipment will be managed so as not to cause a trip hazard.  Persons carrying out the task will wear safety boots with non-slip soles at all times. | 2 | 3 | 6 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Manual Handling | Staff will not lift beyond their capabilities, and will seek help for any load they consider too heavy or hazardous to lift.  Ensure that the route to be taken while lifting is clear of any obstructions.  All staff have received instruction and training in house for manual handling.  Ensure school staff and pupils are aware of activities in advance to prevent accident.  Where-ever possible, wheeled machines should be pushed, not pulled. | 2 | 3 | 6 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Noise | Always use hearing protection when using power tools or machinery. | 1 | 4 | 4 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Vibration | Ensure that all equipment used is of a low vibration specification and is checked before use.  Minimise the time workers are exposed to vibration by job rotation, i.e. workers will be given rest periods or other tasks to perform. | 1 | 4 | 4 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Contact with hazardous substances | Specified PPE will be provided and worn by all staff.  All hazardous substances must be stored correctly and securely away from sources of heat.  COSHH assessments are available and can be easily accessed by relevant members of staff.  Only decant into suitable smaller containers when required and ensure that the label information is transferred to the new containers label. | 1 | 4 | 4 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Power tools | All power tools and machinery must comply with the Provision and Use of Work Equipment Regulations.  Only trained and experienced operatives are allowed to use Power tools, inexperienced or young workers are kept under strict supervision whilst using power tools.  A visual inspection must be carried out prior to use, any defects must be reported and the equipment withdrawn from service for repair or replacement.  Electrical power tools are PAT tested on an annual basis and records kept. | 2 | 4 | 8 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| External work tasks | It is vitally important that potentially hazardous areas are signposted, barricaded and, where appropriate, covered to avoid possible injury to operators and members of the school.  Hand tools and power tools will not be left unattended.  The area will be made safe at the end of each task. | 2 | 4 | 8 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Hidden live services | Use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans should be available from regional Facilities companies, local authorities, highways authorities, etc.  Hand dig only within 500 mm of services and do not use sharp or pointed implements when services are exposed. | 1 | 5 | 5 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Inclement weather | Take account of weather conditions, wear appropriate clothing and take warm drinks in cold weather, cover up or apply sun block to prevent sunburn.  Suitable wet weather and cold weather clothing is provided.  The Team Leader will be responsible for suspending work if weather conditions make the task unsafe. | 2 | 3 | 6 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Lone working | When working across the grounds the lone worker must make the school supervision aware of their presence and the location of the task to be carried out.  Periodic visits to lone workers will be carried out.  Operatives should carry a mobile phone in case of emergency. | 1 | 4 | 4 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Refueling | Ensure when refueling vehicles or plant that the machine engine is not running.  Ensure all fuel tanks and containers are stored correctly, inspected regularly and checked for defects.  Where possible refueling should be done on hard and impermeable surfaces.  Refueling area must be designated NO SMOKING ZONE. All fuels must be stored securely in well ventilated area. | 1 | 4 | 4 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Pupils | Staff may need to suspend works until children are clear of the work area. | 1 | 5 | 5 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Fire | No Smoking Allowed other than in designated areas.  Waste will not be burnt on site.  Ensure all staff are aware of Emergency Assembly Point location | 1 | 4 | 4 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Waste materials | All rubbish and waste will be segregated into the appropriate waste streams and placed in the relevant skips or bins provided. | 2 | 2 | 4 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
| Ride on mowers | Operatives will carry out inspection of the machine prior to use to ensure guarding and controls are all operational.  Where possible carry out a visual check of the area to be mowed and remove any debris such as stones, bottles, cans etc. this will prevent damage to the equipment and also any possible ejection of materials.  Operatives must wear safety boots, hearing protection, eye protection, and hi-vis clothing when operating this equipment. | 2 | 4 | 8 |

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| **Hazard / Consequences** | **Control Procedures** | **Likelihood (a)** | **Severity (b)** | **Risk Ranking (= a x b)** |
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| **Hazard / Consequences** | **Control Procedures** | | | **Likelihood (a)** | **Severity (b)** | | **Risk Ranking (= a x b)** |
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|  | |  |  | | |  | |
| Safety Glasses | | Face Mask | Safety Gloves | | | Hi-Vis | |
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| Hearing Protection | | Safety Footwear | Overalls | | | Hard Hat | |
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| Harness | | Knee pads |  | | |  | |
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|  | **Likelihood** |  | **Severity** |  | **Priority** |
| 1 | Highly Unlikely | 1 | Trivial | 1 | Urgent Action – (Risk no 15 – 25) |
| 2 | Unlikely | 2 | Minor Injury | 2 | High Priority – (Risk no 10 – 12) |
| 3 | Possible | 3 | Over 3 day Injury | 3 | Medium Priority – (Risk no 5 – 9) |
| 4 | Probable | 4 | Major Injury | 4 | Low Priority – (Risk no 2 – 4) |
| 5 | Certain | 5 | Incapacity or Death | 5 | Very Low Priority– No Action required (Risk no 1) |

I have read and understood the contents of this Risk Assessment. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Risk Assessment and understand that any control procedures are provided for my safety and the safety of others.

Print Name Signed Date

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**Further Information**

The example document provided by HS Direct Ltd is supplied as a guide to enable you to complete your risk assessment.

We strongly recommend that you thoroughly read, edit and change your document. Control procedures within the document make reference to the appropriate method statement, and also COSHH assessments. All editing should be made by a competent person. If you are not competent to carry out this task you should seek training or professional assistance to enable you to carry out a suitable and sufficient assessment.

A method statement should be completed for each of the risk assessments you have, enabling you to provide employees with a written safe system of work.

All chemicals used must have a corresponding COSHH assessment.

If your organisation has 5 or more employees, that includes all staff, not just site workers, then you also require by law a written health and safety policy.

HS Direct Ltd take great pride in providing help and assistance with all health and safety related paperwork for over 6000 clients throughout the UK using our Safety First Package.

To get further information on the entire range of products and services we can assist you with, please do not hesitate to call us on 0114 2444461. Our offices are open 8am – 9pm Monday to Friday and 9am - 5 pm at weekends.