



For a healthier and safer workforce

RISK ASSESSMENT REPORT PREPARED FOR

XYZ Company: Trading in the XYZ Industry

WARNING NOTE FROM THE AUTHOR

NOTE TO PURCHASER: THIS REPORT HAS BEEN USED AS AN EXAMPLE FOR YOU TO SEE WHAT YOU ARE BUYING. THE ACTUAL REPORT PROVIDED WILL BE SPECIFIC TO YOUR INDUSTRY. NO TWO INDUSTRIES WILL BE EXACTLY THE SAME AND THIS ACTUAL REPORT DOES NOT HAVE ALL OF THE INFORMATION NEEDED, THE PURCHASED VERSION WILL BE COMPLETE.

DATE OF REPORT: XXX XXXX 201X

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Risk Assessment Report

No:

Company Name	
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Date Prepared	
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Company Address	
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Review Date	
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Assessor's Name	
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Contact Numbers	
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Assessor's Signature	
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***** Approvals *****

Not to be signed off until Risk Assessment is complete

Activity/Task Being Assessed	THIS WILL BE COMPLETED FOR YOU WITH RELEVANCE TO THE INDUSTRY YOU ARE IN	Describe in more detail the activity or task involved	THIS WILL BE COMPLETED FOR YOU WITH RELEVANCE TO THE INDUSTRY YOU ARE IN
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Line Manager Signature:	
NAME	

The Head of Department/Department Director should now delete one of the following statements and sign the form:

ACCEPTANCE
The activity may continue but any additional control measures identified that will further reduce the risk will be included in a Department Action Plan

PROHIBITION
I am NOT satisfied that the risk(s) identified are acceptable without additional control measures being in place. I have therefore taken action to prevent the activity continuing.

Signature:		Name: (Please Print)	
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Department		Position	
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Email		Contact Telephone	
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Note: Department Action Plans should specify WHAT action needs to be taken, by WHOM and by WHAT DATE

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Step 1:
How can people get hurt? Use this list as a check and add other items, unique to your work area, if necessary. Step back and consider any other hazards! Involve the Managers, Staff and where necessary the Safety Professionals, in deciding what is to be included.

HAZARDS

1. Biological Hazards			2. Chemical Hazards			3. Electrical Hazards			5. Mechanical Hazards			7. Physical Hazards			8. Radiation Hazards		
1.1	Animal Allergens		2.1	Asbestos	X	3.1	Arching		5.1	Abrasion		7.1	Access/Egress		8.1	Beta Particles	
1.2	Animal Bites and Scratches		2.2	Carcinogens		3.2	Fire/Overheating		5.2	Crushing		7.2	Cold Stress/Heat Stress		8.2	Gamma Rays	
1.3	Genetically Modified Material		2.3	Corrosive		3.3	Insulation Failure	X	5.3	Cutting		7.3	Confined Spaces	X	8.3	X-Rays	
1.4	Human Cell Lines		2.4	Dusts/Fibres	X	3.4	Shock/Electrocution	X	5.4	Entanglement/Moving Parts		7.4	Manual Handling	X	8.4	Lasers (Class 3b & 4 only)	
1.5	Legionella		2.5	Explosive		3.5	Short Circuit	X	5.5	Explosion/Implosion		7.5	Noise		8.5	UV/IR	
1.6	Micro Organisms	X	2.6	Flammables		3.6	Sparking		5.6	Shearing		7.6	Repetitive Motion		8.6	Microwaves	
1.7	Parasites		2.7	Harmful/Irritant	X	3.7	Static		5.7	Stabbing		7.7	Slip/Trip/Falls	X	8.7	Radiowaves	
1.8	Pathogens (Air and Blood Borne)		2.8	Metal Fumes		4. Environmental Hazards			5.8	Stored Energy		7.8	Storage (Racking etc)		9. Other (Pls Specify)		
			2.9	Mutagens/Teratogens		4.1	Adverse Weather	X	6. Pharmaceutical Hazards			7.9	Stressful Posture	X	9.1	Security of Equip	
			2.10	Oxidising		4.2	Cold Surfaces		6.1	PB-ECL Compounds (1-5)		7.10	VDU Work		9.2	Waste Products	
			2.11	Sensitisers (skin or respiratory)		4.3	Combustible Materials		6.2	Pharmaceutically Active Dusts		7.11	Vibration		9.3	Lone Worker	
			2.12	Toxic		4.4	Fire/Ignition Sources		6.3	Potent Compounds		7.12	Working at Height	X	9.4	Fork lift Trucks	
						4.5	Hot Surfaces					7.13	Working Patterns/Stress				
						4.6	Day Light/Night	X				7.14	HGV/LGV Vehicles				

Groups at Particular Risk
The presence of any of the following groups will affect the level of risk associated with the hazards you have identified above. Indicate all the groups relevant to this.

Pregnant women or nursing mothers	Tick	Contractors/sub-contractors	Tick
	<input type="checkbox"/>		<input type="checkbox"/>
New Employees	<input type="checkbox"/>	Individuals with disabilities or medical conditions	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Young and inexperienced workers	<input type="checkbox"/>	Members of the public/visitors	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

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STEP 2:

Now assess the risks from the Hazards identified on the previous page by completing the form below

Hazard No	WHAT could cause harm (List here the things you have noted on the previous page)	WHO might be harmed and how? (Always give particular consideration to people with special needs)	EXISTING CONTROL MEASURES		Residual Risk* (Refer to Table 1)			Can further actions be taken to reduce the level of risk? YES/No? If Yes give details in Action Plan
			Physical safeguards	Engineering Controls	Severity	Likelihood	Risk High? Low? Med?	
			Administrative Control	Personal Protection				
			Emergency Controls	Maint/Examination Testing				
			Hazard Communication	Training				
1.6	Micro-organisms: From Bird/Bat droppings, mice and rat waste	Specialist: disturbing animal waste when entering roof/loft spaces and tracing electrical cables circuits. Causing Cryptococcosis, Histoplasmosis, Salmonella, Psittacosis, Blastomycosis, Toxoplasmosis	<ul style="list-style-type: none"> Inspection of electrical plans Pre-inspection of work Suitable PPE in the form of Safety glasses and particulate mask Good personal hygiene Use of Antibacterial soap for washing of hands No eating or drinking in the area 					
2.1	Asbestos Fibres under floors/within ceilings wall cavities, pre 2000 and in artex	Specialist and clients' employees whilst disturbing/dismantling cables and wires. Causing Mesothelioma, cancer of the lung and Asbestosis	<ul style="list-style-type: none"> Control of Asbestos Regulations 2006 requiring mandatory training for all trades liable to being exposed to asbestos. Pre inspection before work undertaken. For commercial work, required assess to asbestos register from owner Work stopped is presence suspected, and report to authorities. Operate SSW.(Safe System of work) Training in good personal hygiene. 	Very severe	Likely	High	Yes	
2.4	Dusts/Fibres from MDF, soft/hard wood, fibre glass, cement, plaster, brick. Silicosis from dust from brick and stone	Specialist; Other contractors engages by the Client whilst they are disturbing/building working in the same area, repairing fixtures and fittings. Causing Occupational asthma, allergic respiratory problems, dermatitis, skin trauma and eye trauma.	<ul style="list-style-type: none"> Contractors method statement of plan of work Warning Signs; respiratory PPE Damp work to be undertaken by other contractors where possible to suppress the dust. Pre- inspection before work undertaken SSW Use of dust extraction equipment. Good personal hygiene. Good house keeping , Health surveillance, 	Severe	Unlikely	Med	Yes	

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			Administrative Control	Personal Protection				
			Emergency Controls	Maint/Examination Testing				
			Hazard Communication	Training				
			<ul style="list-style-type: none"> Use of personal protective equipment (PPE) Information and Training 					
2.7	Dry Plaster powder	Specialist and other contractors from dry plaster powder. Causing irritation of the eyes, skin or respiratory irritation	<ul style="list-style-type: none"> Used only in small amounts PPE – eye protection and gloves Good personal hygiene Use of after work and moisturising creams to hands 					
3.3/3.4	Installation failure of wiring and appliances	Specialist and clients' employees. As a result of the client's poor, or inadequate management and or control of inspection of worn, damaged flexes, overloading of electrical supply causing electrocution, severe burns and fire	<p>Specialist advising client on:-</p> <ul style="list-style-type: none"> Regular inspection of work equipment. Circuit breakers, minimal use of extension leads. Survey of work area to identify hidden wiring/cables. Correct fuses for appliances. PAT testing. <p>Specialist controls:-</p> <ul style="list-style-type: none"> Pre-inspection of wiring before testing begins Plans of wiring and circuit area Test only in dry areas. Work required as laid down by the "Electricity at Work Regulations Amended 2009" the "Electrical Safety and Quality and Continuity regulations of 2002" (EAW Regs and ESQ&C Regs) SSW Training awareness Qualification and experience 					
3.5	Short Circuit	Specialist and client where renovations/building work	<ul style="list-style-type: none"> Guidance and clearance from fire brigade SSW Correct use of PPE 					

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			Emergency Controls	Maint/Examination Testing				
			Hazard Communication	Training				
		is taking place from leaking pipes, wet floors, recent flood from fire damage forming a circuit with live electricity.	<ul style="list-style-type: none"> Warning signs in working area Test only in dry areas. Work required as laid down by the "Electricity at Work Regulations amended 2009" the "Electrical Safety and Quality and Continuity regulations of 2002" (EAW Regs. and ESQ&C Regs.) 					
4.1/4.6	Adverse Weather - Poor Lighting, Snow, Rain, Ice. Low lighting levels due to time of the year and enclosed space	Specialist: reduced dexterity due to the cold, risk of electrocution and poor visual acuity in low lighting	<ul style="list-style-type: none"> Provision of battery operated lighting Safe system of work (SSW) Correct use of PPE Test only in dry areas. Work required as laid down by the "Electricity at Work Regulations amended 2009" the "Electrical Safety and Quality and Continuity regulations of 2002" (EAW Regs and ESQ&C Regs) 					
7.3	Confined Spaces	Specialist; Awkward body positions between wall cavities, lofts, basements floor boards and switch gear cupboards. Causing. Possible respiratory and skin sensitises. Injury from unidentifiable rubble/fibres or chemical deposits. Muscular skeletal problems	<ul style="list-style-type: none"> Pre-planned work SSW Correct use of PPE Additional lighting Use of warning notices Restriction of other people entering the area. 					
7.4	Manual Handling	Specialist; Moving, erecting, dismantling and handling of equipment and materials, causing possible strains and	<ul style="list-style-type: none"> SSW Good housekeeping Training awareness of handling and moving loads. 					

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			Administrative Control	Personal Protection				
			Emergency Controls	Maint/Examination Testing				
			Hazard Communication	Training				
		sprains on muscles and tendons, and damage to the back.						
7.7	Slips Trips and Falls- Wet floors, dirty floors, uneven surfaces, cluttered/blocked gangways	Specialist and Client. Slips, trips and falls causing minor to major injury- pulled muscles, bruising, cuts, broken limbs	<ul style="list-style-type: none"> SSW Warning signs of potential danger Good housekeeping practise Spills cleaned immediately. Extension leads controlled 					
7.9	Stressful Posture	Refer to 7.3	Refer to 7.3					
7.12	Working from heights	Specialist and Client. Falling from heights due to ladder not secured correctly, uneven floor surface, over reaching, poor weather conditions. Causes Minor bruising to major injuries.	<ul style="list-style-type: none"> SSW Regular maintenance and inspection of equipment. Warning and safety signs Restriction to work area Good housekeeping Correct size of ladder for the job Instruction and training. Ladders locked away at end of day 					

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STEP 3:
Action Plan – Give details of actions to be taken that will reduce risks to health and safety

Hazard No	Describe as fully as possible the action to be taken	WHO is responsible for ensuring the action carried out?	Specify the DATE by which the action is to be completed	Confirmation that the required action has been completed (Signature of the person responsible for ensuring the action is completed)	
				Signature	Date
2.1	Obtain a copy of 'Clients' Asbestos record or register under regulation 4 of the Control of Asbestos Regulations 2006 before work is commenced if work requires dismantling or disturbance of walls, floor cavities and aertex prior to 2000	<ul style="list-style-type: none"> Specialist to obtain record/register The Client to provide record/register 	Each time R/A identifies the need		
2.4	Work with the Client under the Management of Health and Safety at Work Regulation 1992 Section 9 and 10- Co-operation and Co-ordination and Persons working in host employers' or self-employed persons' undertakings	<ul style="list-style-type: none"> Specialist to share method statement of work process The Client to provide other contractors work method sheet and hazards that may therefore be present as a result of their work 	Each time R/A identifies the need		

SAMPLE ONLY - SAMPLE ONLY - SAMPLE ONLY

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Table 1: Classification of Risk

RISK ANALYSIS/PRIORITY OF ACTION MATRIX					
SEVERITY	LIKELIHOOD				
	Very Unlikely	Unlikely	Possible	Likely	Very Likely
Negligible	LOW	LOW	LOW	LOW	LOW
Slight	LOW	LOW	LOW	MEDIUM	MEDIUM
Moderate	LOW	LOW	MEDIUM	HIGH	HIGH
Severe	LOW	MEDIUM	HIGH	HIGH	HIGH
Very Severe	LOW	MEDIUM	HIGH	HIGH	HIGH

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Distribution of Completed Assessment

Name	Job Title	Company Name	Work Area

Table 2: Control Measures

Control Measure Categories
Physical Safeguards
Engineering Controls
Personal Protection
Administrative Controls
Emergency Controls
Maintenance/Examination/testing
Hazard Communication
Training

Common Control Measures
Fixed guards, Trip guards, Interlocks, Automatic guards, Handrails, Physical barrier, Remote Operation
Fume cupboards, General ventilation, Isolators, Glove box, Pressure relief valves, Temperature controls
Respirators, Safety shoes, Hard hats, Eye protection, Face shield, Harness
Access control, Worker restriction, Standard operating procedure, Work permits, Safety procedures
Sprinklers, Emergency response plans, First aid, Showers, Eye wash stations
Equipment inspection, preventative maintenance, Examination, Testing protocols, Validation protocols
Safety signs, Safety alerts, Instruction manuals, Hazards labelling, Material safety data sheet
Safety induction, On-the-job, safety talk, Job specific training, Supervisor training