

SECTION 2: Risk Assessments

2.0 RISK ASSESSMENT: Reference: Croner's Industrial Health & Safety; Method 2.**2.1 INTRODUCTION**

The form used is for assessing risks with the objective of identifying control measures which achieve **Residual Risks of Nil, or Low**. Its main advantages are:

- a It is an aid to the assessment process which also provides a record of conclusions and judgements.
- b The process is geared to identifying practical measures.
- c It is relatively easy to review and correct any errors in judgement over risks and measures, or any omissions of hazards and hazard effects.

2.2 RESIDUAL RISK:

A **residual risk** is that which remains once the measures to minimise the risk are in place. For example, where the risk of death or serious injury when crossing a road between an employer's works and car park is at present **high**, the **residual risk** of such harm may be reduced in the future to:

- a **medium** if a pedestrian crossing and a 20mph speed restriction are introduced, or
- b **low** if traffic calming measures are also introduced, or
- c **nil** if, instead, the area is fenced off for vehicles to make it a pedestrian-only zone.

2.3 Assessment Grades:

The initials **H, M, L** are used to signify **High, Medium or Low** for the following;

- a The effect of the hazard
- b The probability of the hazardous occurrence arising.
- c The risk which would exist without any measures to control it.
- d The residual risk, taking account of measures to minimise the risk.

2.4 Assessment of Hazard Effects:

Use H = Possible death or long term adverse effect on body or health.

Use M = Injury/illness with no foreseeable long term effect.

Use L = Minor injury, no time off or no injury.

2.5 Probability of Occurrence:

Use H = High probability Use

M = Medium probability Use

L = Low probability

Take into account factors such as the operative's experience, equipment reliability, environmental conditions, etc.

2.6 Calculation of Risk, using the Formulae:

HxH = H HxM or

MxH = H HxL or

LxH = M

MxM = M

MxL or LxM = M

LxL = L

2.7 Final Assessment:

Minimise the risk by selecting adequate measures, bearing in mind that **avoiding** risk is the **most** desirable, and that **PPE** is the **least** desirable. Evaluate **Residual Risk** and assess the job.

2.8 Completed Risk Assessments:

Copies of all site specific risk assessments are to be dated and signed by the Branch Manager and forwarded to the Health & Safety Manager for approval BEFORE sending them to the Contractor/S h opfitter.

Risk Assessment 1: Loading and Unloading Commercial Vehicles

IF IN DOUBT ASK

Page:

Hazard	Hazard Effect	x Probability	= Risk	Minimise By	Residual Risk
Glass slipping through hands during manual handling operations	Cuts to hands/arms: L Amputation; fingers: M	L	L	1 Wherever practicable and appropriate use EOTC in place of manual handling operations. 2 Wear protective gloves and cuffs. 3 Ensure that the risk is supervised and controlled by a nominated, competent person.	L
Glass being dropped during manual handling operations	Cuts to feet/legs: L Amputation; toes: H	L	L	1 Use EOTC wherever practicable. Do not attempt to lift excessive weights manually. 2 Ensure that a full appreciation of the size, characteristics and weight of the load is made prior to starting operations. 3 Wear protective footwear and aprons.	L
Inadvertent vehicle movement causing load to fall from glass carrier.	Crushing: H Head Injury: H Fractures: M Cuts, bruising: L	L	L	1 Park vehicle in a way so as not to require movement during loading operations. 2 Once parked in a suitable position, apply hand break, switch ignition. Off engine and remove keys from 3 Keep personnel off and out of vehicles during loading/off-loading.	L
Operatives/Passers- by being struck by manually handled or suspended loads.	Head Injury: H Fractures: M Cuts, bruising: L	L	L	1 Ensure that adequate clearance is left around the vehicle and working routes. 2 Ensure that only authorised personnel are in the vicinity of the operation and that correct protective clothing is worn. 3 Ensure that the task is supervised and controlled by a nominated, competent person.	

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

Approval: Name: _____ Signature: _____ Date: _____

Risk Assessment 1: Loading and Unloading Commercial Vehicles (cont'd)

Hazard	Hazard Effect	x Probability	= Risk	Minimise By	Residual Risk	
Incorrect loading of vehicle causes load to topple during operation or in subsequent transit.	Crushing:	H	L	M	1 During loading ensure the following:	L
	Head Injury:	H	L	M	a Distribute the load as evenly as possible.	
	Fractures:	M	L	M	b Load inside the vehicle prior to loading external glass carriers	
	Cuts, bruising:	L	L	L	c Refer to Maximum Load Capacity (this should be detailed in the cab of the vehicle - if in doubt ask!)	
	Traffic Incident:	H	L	M	d When fitting poles ensure the bottom pin is correctly located and pushed fully home.	
				e Use as many poles as is practicable to ensure load is safe and secure. the		
				f Do not use damaged or suspect poles. Inform the Branch Manager who will arrange for repair or replacement.		
				g Do not mix poles with those of other vehicles. The body reference number is stamped on every pole and is only to be used with that vehicle.		
				h Poles are to be thoroughly inspected for wear and tear at a minimum of six monthly intervals and any repairs necessary carried out.		
				2 Do not overload the vehicle in any way inside or out.		
				3 Keep a watchful eye on the angle of the glass carrier as loading progresses, cease loading if it appears that the angle may become too steep.		
				4 Ensure that the task is supervised and controlled by a nominated, competent person.		

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

Approval: Name: _____ Signature: _____ Date: _____

Risk Assessment 2 : Site Glazing - Ground/Same Level - Minimum Lift

Hazard	Hazard Effect	x Probability	= Risk	Minimise By	Residual Risk
Glass falling from glass carrier or breaking during transit	Traffic Incident: H	L	M	1 Ensure that glass is always transported on a suitably designed vehicle 2 Ensure that the weight of glass loaded onto an exterior rack does not cause the vehicle to stand unevenly or the rack to lose its angle of inclination (not less than 5° or greater than 6°). 3 Ensure that drivers are aware of the maximum load carrying capacity of racks and prevent this limit from being exceeded 4 Ensure that checks on glass carriers are carried out in accordance with manufacturer's instructions. 5 Before departure, ensure that drivers, check that loads are correctly and safely stacked on the vehicle. After a delivery has been made the remaining load is to be checked to ensure that it is stable, not unevenly distributed and still properly secure. 6 Where a customer arrives to take away glass on their own transport, that person should be asked to check that the glass is correctly stacked on the vehicle and safe to be transported on a public highway. Company operatives should comply with any reasonable requirements of the customer in this respect.	L

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

Approval: Name: _____ Signature: _____ Date: _____

Risk Assessment 2: Site Glazing - Ground/Same Level - Minimum Lift (cont'd)

Hazard	Hazard Effect	x Probability	= Risk	Minimise By	Residual Risk
Glass being dropped during unloading or whilst being manually transported from the vehicle to the site.	Crushing: H	L	M	1 Before unloading glass from the vehicle ensure that the route from the vehicle to the site is as clear as possible, and that as far as is reasonably practicable the general public are warned of the potential hazard.	L
	Fractures: M	L	M	2 Where it becomes necessary to carry large sheets of glass through public thoroughfares such as shopping precincts, guides should attempt to clear a safe route through.	
	Cuts & Bruising	L	L	3 Ensure that sufficient personnel are available to carry the load safely.	
Members of the public or customer staff colliding with glass or operatives during glazing work	Fractures: M	L	M	1 Ensure that so far as is reasonably practicable, suitable and adequate warning markers are positioned in such a way as to prevent passers-by from entering the hazard zone	L
	Cuts & Bruising	L	L	2 If work has to be left incomplete for short periods it is to be left in such a way as to prevent inadvertent injury to others. Where possible a company operative should remain on site at all times during the glazing operation.	
				3 A site is never to be left unattended in a hazardous state.	
Injury caused during removal of broken glass from frame and subsequent boarding and re-glazing.	Eye damage: H	L	M	1 All work is to be carried out under supervision.	L
	Amputation: H	L	M	2 Protective clothing and equipment is to be worn.	
	Cuts and bruising: L	L	L	3 Adequate labour is to be assigned to the task. Ensure induction and on-going training addresses glass handling techniques.	
	Strain injury: M	L	L		

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

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Risk Assessment 3: Site Glazing - Working from Access Equipment - Extra Lift

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Hazard	Hazard Effect	x Probability	=Risk	Minimise By	Residual Risk	
Operatives and or materials falling from access equipment eg; ladders, scaffolding, mobile towers.	Death	H	L	M	1 Ensure the task is supervised by a nominated, competent person.	L
	Severe Fractures	H			2 Ensure that access equipment is hired/purchased from approved suppliers, that it is checked prior to use and that unserviceable equipment is withdrawn from use. Regular checks are to be carried out by a competent person.	
	Internal Injury	H			3 All scaffolding is to be erected, periodically checked and dismantled by competent persons only. Particular attention is to be paid to the adequate and sound fixing of handrails, toe-boards and working platforms. Where appropriate adequate. consideration should be given to the use of safety harnesses	
					4 Ensure that ladders are correctly positioned and securely fixed in place before use.	
					5 Ensure that sufficient personnel are available to handle tools and materials, and that adequate and suitable lifting aids are provided.	
					6 Ensure that operatives are adequately and suitably trained in manual handling techniques and are wearing the correct PPE.	
					7 Do not allow working platforms to become over- loaded or over-crowded to the degree that control is hampered or lost.	
					8 Ensure that adequate and suitable hazard warning is pre-positioned prior to work commencing and that as the job proceeds that marking is maintained at a comparable level.	
					9 Where considered appropriate use netting underneath scaffolding and towers.	
					10 Ensure that suitable consideration is given to weather and lighting conditions when planning operations involving working from height	

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

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Risk Assessment 4: Factory Glass Cutting and Processing

Hazard	Hazard Effect		x Probability	= Risk	Minimise By	Residual Risk
Packed glass not correctly seated prior to release of glass lifting frame	Crushing	H	L	M	1 Ensure that only trained and authorised persons are allowed to operate cranes or mechanical lifting gear. 2 Ensure that operatives are instructed in the use of all types of lifting equipment and ancillaries e.g.; wire ropes slings, chains and lifting frames and are shown how to safely attach and detach them from various types of loads.	L
Collision with suspended glass loads.	Serious Head Injury	H	L	M	1 Ensure that only trained and authorised persons are allowed to operate cranes or mechanical lifting gear.	L
	Amputation	H	L	M	2 Ensure that operatives are instructed in the use of all types of lifting equipment and ancillaries eg; wire ropes slings, chains and lifting frames and are shown how to safely attach and detach them from various types of loads.	
	Lacerations	L	L	L	3 Ensure that as with all handling procedures, suitable and adequate PPE is worn at all times.	
				4 Ensure that personnel are not allowed to stand under or pass directly underneath suspended loads.		
				5 Ensure that where glass is being handled floor areas are left free of obstructions, thus allowing operatives a means of escape should an accident occur		
Injury from manual handling operations	Amputation	H	L	M	1 Ensure that operatives are properly and adequately trained in glass handling techniques.	L
	Laceration	M	L	M	2 Ensure that as with all handling procedures, suitable and adequate PPE is worn at all times.	
					3 Ensure that floor areas are kept clean and tidy.	
Strains	L	L	M	4 Ensure that adequate personnel are assigned to manual handling operations, and whether possible always use mechanical lifting as opposed to manual handling.		

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

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Risk Assessment 4: Factory Glass Cutting and Processing

Hazard	Hazard Effect		x Probability	= Risk	Minimise By	Residual Risk
Injury caused by entrapment in rotating machinery.	Strangulation	H	L	M	1 Ensure that only trained and authorised persons are allowed to operate, service or carry out maintenance on machinery	L
	Amputation	H	L	M	2 Ensure that operatives are properly trained in the use of machinery.	
	Eye/Facial Injury	H	L	M	3 Ensure that dangerous parts of machinery are suitably and adequately guarded and that the use of machines with guards removed is prohibited.	
Injury caused by flying particles from drills, wheels or discs.	Lacerations	M	L	M	4 Ensure that pre-start up checks are carried out eg; to confirm that emergency cut-outs are operating, correctly.	
	Fracturers	M	L	M	5 Ensure that loose clothing or hair is not allowed to come into contact with dangerous moving parts.	
					6 Ensure that appropriate PPE is worn at all times when operating machinery.	
					7 Ensure that operating areas around machinery are kept clean and free of obstruction.	
					8 Ensure that unauthorised personnel, eg; office staff or the public are not allowed in the vicinity of dangerous machinery.	
					9 Ensure that appropriate warning signs are suitably positioned and kept clearly visible.	
					10 Ensure that machinery is maintained in safe working condition by persons competent to carry out authorised maintenance	

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

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Risk Assessment 5: Aluminium Fabrication

IF IN DOUBT ASK

Page:

Hazard	Hazard Effect		x Probability	= Risk	Minimise By	Residual Risk
Electrocution	Death	H	L	M	1 Ensure that only trained and authorised persons are used to operate, service or carry out maintenance on electrical machinery.	L
	Severe Burns	H	L	M	2 Ensure that operatives are properly trained in the use of machinery 3 Ensure that all electrical fittings are obtained/installed by approved suppliers. 4 Ensure that fuses, circuit breakers and other devices are correctly rated for the circuit they protect 5 Ensure that access to electrical dangers is prevented and kept closed and if possible locked, with the key held by a responsible person. 6 Ensure that main switches are readily accessible and clearly identified, and that all concerned persons know how to use them in an emergency. 7 Ensure that electrical installations are checked periodically by a competent electrician. 8 Ensure that all portable apparatus is listed so that it can be regularly inspected and its condition inspected. 9 Ensure that a system exists to take suspect or faulty apparatus out of use and placed in a secure area and suitably labelled until attended to by a competent person. 10 Ensure that tools and power sockets are switched off before plugging in. 11 Ensure that test buttons on residual current circuit breakers are periodically tested by a competent person 12 Ensure that appliances are unplugged prior to cleaning or adjusting.	

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

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Risk Assessment 5: Aluminium Fabrication

IF IN DOUBT ASK

Page:

Hazard	Hazard Effect		x Probability	= Risk	Minimise By		Residual Risk
Injury caused during the handling of materials.	Amputation	H	L	M	1	Ensure that all operatives are adequately and suitably trained in handling techniques and that wherever possible mechanical lifting is used as opposed to manual handling	L
	Laceration	M	M	M	2	Ensure that access and egress to and from stock racks and working areas are free of obstruction and that floors are kept clean, dry and in good condition.	
	Strains	M	M	M	3	Ensure that the appropriate PPE is provided and worn.	
	Abrasions	L	L	L			
Injury caused by entrapment in rotating machinery. Injury caused by flying particles from drills, wheels or discs.	Strangulation	H	L	M	1	Ensure that only trained and authorised persons are allowed to operate, service or carry out maintenance on machinery.	L
	Amputation	H	L	M	2	Ensure that operatives are properly trained in the use of machinery.	
	Eye/Facial Injury	H	L	M	3	Ensure that dangerous parts of machinery are suitably and adequately guarded and that the use of machines with guards removed is prohibited.	
	Lacerations	M	L	M	4	Ensure that pre-start up checks are carried out, eg; to confirm that emergency cut-outs are operating correctly.	
	Fractures	M	L	M	5	Ensure that loose clothing or hair is not allowed to come into contact with dangerous moving parts.	
					6	Ensure that appropriate PPE is worn at all times When operating machinery.	
					7	Ensure that operating areas around machinery are kept clean and free of obstruction.	
					8	Ensure that unauthorised personnel, eg; office staff and the public are not allowed in the vicinity of dangerous machinery.	
					9	Ensure that appropriate warning signs are suitably positioned and kept clearly visible.	
					10	Ensure that machinery is maintained in safe working condition by persons authorised to carry out authorised maintenance.	

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

Approval: Name: _____ Signature: _____ Date: _____

Risk Assessment 6: Welding

IF IN DOUBT ASK

Page:

Hazard	Hazard Effect		x Probability	= Risk	Minimise By	Residual Risk
Electrocution	Death	H	L	M	1 Observe all precautions as for general electrical safety	L
	Severe Burns	H	L	M	2 Use insulated flooring	
Eye damage from the effects of arc.	Irritation/Temporary impaired vision	L	M	M	1 Ensure that only trained and authorised operatives carry out welding and wear the correct PPE 2 Ensure the use of adequate screening.	L
	Over-heating and burns of the skin	M	M	M	1 Ensure adequate protection by using adequate PPE.	
Excessive exposure to ultra-violet radiation.	Throat irritation	L	M	M	1 Ensure adequate ventilation	NIL
	Catarrh Nipping of the eyes Metal fume fever	L	M	M	2 Ensure that maximum exposure limits (MELs) are not working rates make it unlikely in the extreme that exceeded. (Calculations show that current MELs will ever be exceeded).	
Spontaneous Combustion	Death or Severe Burns	H	L	M	1 Ensure that overalls are kept free of oil and grease or other flammable materials.	L
Explosion.	Death	H	L	M	1 Ensure that welding is carried out away from sources of open explosive/flammable substances.	L
	Severe Burns	H	L	M	2 Ensure that all tanks and vessels containing flammable materials are thoroughly purged before welding takes place.	

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

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Risk Assessment 7: Site Installation of Aluminium systems

IF IN DOUBT ASK

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Hazard	Hazard Effect		x Probability	= Risk	Minimise By	Residual Risk
Falls from Roofs	Death	H	L	M	1 Ensure that operatives are aware of the precautions to be taken when working at height.	L
	Fractures	H	L	M	2 Fix a prominent permanent warning notice at the approach to any fragile roof.	
	Abrasions	M	L	M	3 Never walk on fragile material such as asbestos cement or glass.	
					4 Never walk on valley gutters, roof ridges or purlins.	
				5 Use crawling boards.		
					6 Ensure the edges are protected by parapets or guard-rails.	
					7 Unless absolutely necessary do not go onto roofs in bad weather.	
Electrocution from portable tools.	Death	H	L	M	1 Follow general safety rules for working with electricity.	
	Severe Burns	H	L	M	2 Ensure that all tools and equipment are tested for safe use.	
					3 Wherever possible use 110 volt transformer.	

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

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Risk Assessment 7: Site Installation of Aluminium systems

Hazard	Hazard Effect		x Probability	= Risk	Minimise By	Residual Risk
Falls from Ladders	Death	H	L	M	1 Ensure that ladders are secured against slipping by tying at the top and wherever possible secure at the sides and at the foot. As a minimum, where it is not possible to lash a ladder it must be footed.	L
	Fractures	H	L	M	2 Ensure that ladders extend at least 1 m above the landing place, or the highest rung in use. 3 Arrange ways of carrying tools and materials up and down so that both hands are free to grip the ladder	
	Abrasions	M	L	M	4 Ensure that ladder stays or similar devices are used to avoid placing ladders against a fragile surface such as plastic gutters. 5 Never place ladders where there is danger from moving vehicles, overhead cranes or electricity lines. 6 Ensure that ladders have level and firm footings. Never use unsteady bases such as oil drums, boxes or planks. Do not support ladders on their rungs. 7 Ensure that extending ladders have an overlap of at least 3 rungs. 8 Set ladders at the most suitable angle - a slope of 4 units up to each one out from the base. 9 Ensure that ladders are regularly checked for defects. Never use damaged or home made ladders. These must be taken out of use and destroyed or repaired. 10 Follow similar rules with stepladders and trestles.	

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

Approval: Name: _____ Signature: _____ Date: _____

Risk Assessment 7: Site Installation of Aluminium systems

Hazard	Hazard Effect		x Probability	= Risk	Minimise By	Residual Risk
Injury during transport and handling of materials/components	Amputation	H	L	M	1 Ensure that all operatives are adequately and suitably trained in handling techniques and that wherever possible mechanical lifting is used as opposed to manual handling.	L
	Laceration	M	M	M	2 Ensure that routes to and from vehicles and working areas are free of obstruction and that where possible measures are taken to warn the public of the transit of materials.	
	Strains	M	M	M	3 Ensure that the appropriate PPE is worn.	
	Abrasions	L	L	L	4 Ensure that teams are given clear unhurried instructions by one nominated, competent person.	
Falls from Mobile Scaffolds.	Death	H	L	M	1 Ensure that supplier's instructions are adhered to when erecting scaffolding and towers and that it is carried out by competent persons.	
	Fractures	H	L	M	2 Ensure that during windy weather mobile scaffolds are tied to the building, anchored and outriggers are fitted.	
	Abrasions	M	L	M	3 Ensure that all guard-rails and toeboards are fitted.	
				M	4 Ensure that safe means of access is provided to the working platforms.	
				M	5 Ensure that mobile towers are used on firm and level ground.	
M	6 Ensure that the working platform is clear of people and materials when being moved. Move only by pulling or pushing the base.					
M	7 Ensure that wheels are fixed to the scaffold, turned outwards to provide maximum base dimensions and wheel brakes are locked on.					
M	8 Ensure that the working platform is not overloaded.					
M	9 Ensure that the tower is tied to the building if it must be left unattended.					

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

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Risk Assessment 8: COSHH

Hazard	Hazard Effect		x Probability	= Risk	Minimise By	Residual Risk		
Inadvertent Ingestion of hazardous substances.	Poisoning	H	L	M	1 Ensure that personnel are trained to read and understand labels on substances prior to use. 2 Ensure that personnel are trained in the awareness of the potential hazards of swallowing harmful substances. 3 Provide adequate information and training to encourage all employees to wash their hands thoroughly after using chemicals. 4 Keep food and drink away from working areas. 5 Ensure that adequate supplies of clean water are available. 6 Ensure that personnel are trained to understand that aspiration (vomiting) should never be encouraged or forced if harmful substances have been swallowed. The substance can cause at least as much damage on the way back up as it did during digestion. Aspiration has been known to cause cardiac arrest.	L		
	Tissue damage	M	L	M				
Damage to eyes by hazardous substances	Irritation	L	L	L			1 Ensure that personnel are trained to read and understand labels on substances prior to use.	
	Temporary or permanent blindness	H	L	M			2 Ensure that adequate and appropriate eye protection is available and used in accordance with the manufacturer's instructions eg; Health & Safety information on Product Data Sheets.	
							3 Ensure that an adequate supply of clean water is available for	

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

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Risk Assessment 8: COSHH (Cont'd)

Hazard	Hazard Effect	x Probability	= Risk	Minimise By	Residual Risk	
Skin damage caused by prolonged contact.	Irritation	L	L	L	1 Ensure that personnel are trained to read and understand labels on substances prior to use.	L
	Tissue damage	L	L	L	2 Ensure that adequate and appropriate hand protection is available and used in accordance with the manufacturer's instructions eg; Health & Safety information on Product Data Sheets.	
	Dermatitis	H	L	M	3 Ensure that personnel are trained in the use of barrier creams and that they are available for use.	
	Allergic reaction	H	L	M	4 Ensure that personnel are trained in the correct handling procedure for chemicals eg; do not tool cartridge sealants with the finger.	
				5 Provide adequate information and training to encourage all employees to wash their hands thoroughly after using chemicals.		
				6 Ensure that adequate supplies of clean water are available.		
Injury caused by inhalation.	Irritation	L	L	L	1 Ensure that personnel are trained to read and understand labels on substances prior to use.	L
	Tissue damage	L	L	L	2 Ensure that adequate ventilation is available.	
	Death	H	L	M	3 Avoid working in confined spaces if at all possible.	
					4 If necessary or requested provide adequate PPE eg; masks.	
					5 Never mix chemicals unless it is safe to do so (refer to Data Sheets) - mixing household bleach and toilet powders forms chlorine gas which can be lethal.	

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

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Risk Assessment 9: Office Procedures

Hazard	Hazard Effect		x Probability	Control	Minimise By	Residual Risk
El ectrocution	Death	H	L	M	1 Ensure that sufficient socket outlets are provided and avoid or minimise the use of adaptors. Overloaded sockets can lead to fire hazards.	L
	Severe Burns	H	L	M	2 Ensure that if fitted, residual current devices are tested. Check with manufacturer's literature for instructions.	
					3 Do not use taped joints to connect cables as they have neither the mechanical strength needed nor sufficient insulation or protection from liquids.	
					4 Ensure that damaged cables are replaced completely, if cables have to be joined, proper connections are to be used.	
					5 Ensure that regular visual inspections of plugs and leads are carried out and repaired as necessary by a person with the necessary skill and knowledge to complete the task safely.	
					6 Ensure that tell-tale signs such as faulty switching, intermittent stopping and overheating are reported to a supervisor.	
					7 Ensure that equipment is switched off before unplugging and cleaning.	
					8 Ensure that personnel are trained in how to deal with electric shock victims.	
					9 Ensure that staff are fully aware of safety precautions.	
COSHH - Refer to Risk Assessment 8						
Slips, Trips and Falls	Fractures	M	L	M	1 Do not allow trailing leads to create tripping hazards	L
	Head injuries	H	L	M	2 Do clear up spillages quickly	
	Bruising/Cuts	M	L	M	3 Do replace or repair torn floor coverings etc.	
					4 Do provide handrails on stairways and ensure stairs are well lit.	
					5 Do not block passageways, corridors or stairways.	

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

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Risk Assessment 9: Office Procedures (cont'd)

Hazard	Hazard Effect	x Probability	= Risk	Minimise By	Residual Risk
General Workplace Health Issues	M	L	M	<ol style="list-style-type: none"> 1 Ensure that workstations are made comfortable. Seating should be adjustable to suit the height of the work table, foot-rests can reduce muscular strain. 2 Ensure that First-Aid boxes are fully stocked and someone is appointed to take charge in an emergency and call an ambulance. 3 Ensure that arrangements are made for staff to be able to use rest-rooms 4 Avoid excessive manual handling of bulky stationery items or or castors. furniture without the use of trolleys 5 Ensure that adequate breaks or change of work patterns are allowed to people who use DSE equipment intensively 6 Ensure that adequate toilets are provided and are regularly cleaned and maintained. 7 Ensure that hot and cold running water is provided with soap and towels or other means of drying. 8 Ensure that an adequate supply of wholesome drinking water 9 Ensure that in cold weather a minimum temperature of 16°C is maintained where people are sitting down. 10 Ensure adequate lighting. 11 Provide a minimum of 11 cubic metres for each person permanently occupying a workplace. 12 Provide adequate ventilation. 	L

Final Assessment: Safe to proceed with task in accordance with the recommended safety measures. Overall Risk Low

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