


Risk Assessment Record :					Assessment Number	
Department Facilities Management		Location Room No./Area		Assessor/ Team		Date
Hazard Identified	Persons at Risk	Controls in Place	Risk Rating	Assessors Actions to Further Reduce Risk	By whom	By when
Assessment team's comments – Reassessment date Managers signature - Date						
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Legislation:-The principal duties are: a. The Health and Safety at Work etc Act 1974 (HSW Act) which places a duty on employers to ensure the health and safety of employees and others who may be affected by their work activities. b. Management of health & safety at work regs 1999 (SI 1999 No 3242) requires employers to assess the risks to H&S arising from work activities. This general RA should identify whether there is a risk of injury from manual handling operations in the workplace. If this is the case the employer should comply with the more specific requirements of the Manual Handling Operations Regulations 1992.						

Hazards Identification Checklist. (Sheet 1 of 2)

TYPE OF HAZARD	SOURCE	WHO IS EXPOSED and WHEN
1. Mechanical Hazards		
1.1 Crushing		
1.2 Shearing		
1.3 Cutting/Severing		
1.4 Entanglement		
1.5 Drawing-in/Trapping		
1.6 Impact		
1.7 Stabbing/Puncture		
1.8 Friction/Abrasion		
1.9 High pressure fluid injection		
1.10 Slips/Trips/Falls		
1.11 Falling object		
1.12 Other mechanical hazards		
2. Electrical Hazards		
2.1 Direct contact		
2.2 Indirect contact		
2.3 Electrostatic phenomena		
2.4 Short circuit/overload		
2.5 Source of ignition		
2.6 Other electrical hazards		
3. Radiation Hazards		
3.1 Lasers		
3.2 Electro-magnetic effects		
3.3 Ionising/Non-ionising radiation		
3.4 Other radiation hazards		

Hazards Identification Checklist. (Sheet 2 of 2)

TYPE OF HAZARD	SOURCE	WHO IS EXPOSED and WHEN
4. Hazardous Substances (THINK COSHH)		
4.1 Toxic fluids		
4.2 Toxic gas/mist/fumes/dust		
4.3 Flammable fluids		
4.4 Flammable gas/mist/fumes/dust		
4.5 Explosive substances		
4.6 Biological substances		
4.7 Other hazardous substances		
5. Work Activity Hazards		
5.1 Highly repetitive actions		
5.2 Stressful posture		
5.3 Lifting/Handling heavy items		
5.4 Mental overload/Stress		
5.5 Visual fatigue		
5.6 Poor workplace design		
5.7 Other workplace hazards		
6. Work Environment Hazards		
6.1 Localised hot surfaces		
6.2 Localised cold surfaces		
6.3 Significant noise		
6.4 Significant vibration		
6.5 Poor lighting		
6.6 Hot/Cold ambient temperature		
6.7 Other environment hazards		
Use this completed list to produce your Risk Assessment.		

RISK ASSESSMENT METHODOLOGY

5 x 5 RISK MATRIX GUIDELINES

- 1 Estimate the category of Harm using the guide box below.
 - 2 Estimate the category of likelihood of occurrence from the guide box.
 - 3 Read off the intersection of the two numeric estimates on the risk calculation matrix.
 - 4 The resultant value should then be compared to the Risk Rating and actioned accordingly.
- NB.Contractors may utilise either a number or lettering system. Both are indicated below as a comparison but either will provide an acceptable assessment for practical purposes.

GUIDE BOX

CATEGORY	HARM	LIKELIHOOD
1	Non-injury	Almost impossible
2	First Aid	Unlikely
3	< 3 days	Possible
4	> 3days	Likely
5	Major injury	Almost certain

HARM

RISK CALCULATION MATRIX

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

LIKELIHOOD

RISK RATING

RISK RATING	EQUIVALENT	EQUIVALENT
1 - 4	C	No further immediate action Review periodically.
5 - 9	C	Re-assess during next review.
10 – 16	B	Within 3 months. (Improvement Notice). Reduce risk to acceptable levels and re-assess following risk reduction/mitigation actions to ensure additional risks have not been introduced.
17 - 25	A	Immediate (Prohibition Notice) Do not proceed until action has been taken to reduce the risk and/or Mitigate the effects.