


Risk Assessment Record : Concierge risk assessment				Assessment Number 120G	
Department Facilities Management		Location Sportpark Room No./Area	Assessor/ Team Karen Daniels, Bridget Consterdine	Date 05/11/13	
Hazard Identified	Persons at Risk	Controls in Place	Risk Rating	Assessors Actions to Further Reduce Risk	
Lone Working	operative	Phone on main reception desk to contact security in the event of an emergency. Silent Panic Button through to contact security. Outside doors locked at 18:00hrs for added security measures. Other tenants usually in building. Building swept before setting intruder alarm. All fire exits are alarmed.	C4		
Fire	operative	Automatic fire detection system.	C3		
Slips trips falls	operative	Matting, level flat floor, hazard signs, cleaning carried out of hours.			
Assessment team's comments – Reassessment date – Managers signature - k. daniels Date 05/11/13					
			DHSO/RAC Signature m commons Date 5/11/13		
Legislation:-The principal duties are: a. The Health and Safety at Work etc Act 1974 (HSW Act) which pla, Mick Commonsces 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 Regulations 1999 require employers to make suitable and sufficient risk assessments.					

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.