



GUIDANCE NOTES: Please read carefully before completing the Risk Assessment

SIGNIFICANT RISKS AND HAZARDS: Key points to consider when completing your Risk Assessment.

1. Identify the hazard
2. Decide who may be at risk and how
3. Evaluate the risks and decide on appropriate control methods.
4. Record findings and their implementations.

Legislation to be Considered

- Health and Safety (Display Screen Equipment) Regulations.
- Health and Safety at Work Act.
- Manual Handling Operations Regulations.
- Working at Height Regulations.
- Electricity at Work Regulations.
- Control of Substances Hazardous to Health Regulations.
- Regulatory Reform (Fire Safety) Order

General Considerations

- General causes of injuries and hazards.
- Examples of good practice

Persons at Risk

- Employees/Trainers
- Learners/Candidate
- Visitors
- Persons with disabilities

HSE Risk Matrix: To be assessed before and after control methods. Risk rating to be expressed numerically.

Severity Likelihood	No Injury	First Aid Injury	Lost Time (over 3 days)	Major Injury or Disabling Disease	Death	Risk Rating	Action Required
Improbable	1	2	3	4	5	16 to 25	High Risk and may require the provision of considerable resources involving special equipment, training, high levels of supervision and consideration of the most effective methods of eliminating or controlling hazards.
Remote	2	4	6	8	10	6 to 15	Medium Risk and will require an appropriate level of resources.
Possible	3	6	9	12	15		
Probable	4	8	12	16	20		
Very Likely to Occur	5	10	15	20	25	1 to 5	Low Risk but actions should be taken to try to reduce these risks further, if possible, within reasonable limits.

Additional Guidance can be found on page?

Type of Assessment	One-off Activity ☐	Short Term/Hire ☐	Long Term (Annual Assessment) ☐
Dates (from/to):	dd mm yy to dd mm yy	dd mm yy to dd mm yy	dd mm yy to dd mm yy

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Key: L (Likelihood of Risk) x S (Severity of Risk) = T (Total) NOTE: Refer to HSE Risk Matrix

Initial Risk Assessment					Re-assessed Risk Assessment			
Activities	Hazards	L	S	T	Control Methods	L	S	T
					•			
					•			
					•			
					•			
					•			

List research carried out (i.e. visited Health and Safety Executive Web Site).

Assessor Signature		Date	
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MANAGEMENT ACTION PLAN AND VERIFICATION

Action	Date to be completed by;	Date completed	Comments

Name		Position	
Signature		Date	

FURTHER INFORMATION: Regulations and Good Practice

SLIPS TRIPS AND FALLS: Health and Safety at Work Act 1974

General Causes

- Spillage of wet and dry substances
- Change from wet to dry floor surfaces
- Poor Lighting
- Slippery surfaces
- Trailing cables
- Unsuitable footwear
- Miscellaneous rubbish
- Smoke/steam obscuring view
- Rugs/mats
- Changes in the floor level

Good Practice

- Clean spills immediately
- Keep areas clear, remove rubbish
- Avoid exposed cables, use cable covers, or cordless tools.
- Ensure mats are securely fixed and without curling edges.

MANUAL HANDLING: The Manual Handling Operations Regulations 1992 & 2002

Good Practice

AVOID the need for hazardous manual handling; as far as is reasonably practicable.

ASSESS the risk of injury from any hazardous manual handling that can't be avoided

REDUCE the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Example:

A person can carry 25Kg (52Lb) for approx 25mtrs in comfort. Anything above these needs to be assessed and if a repetitive activity.

Ways to reduce the risk of injury

- Pay particular attention to those with physical weakness.
- Remove obstructions to free movement
- Training
- Provide appropriate handling aids
- Reduce the weight of objects being handled.
- Provide better flooring
- Avoid steps and steep ramps
- Less restrictive PPE

WORKING AT HEIGHT: Work at Height Regulations 2005, Provision and Use of Work Equipment Regs. 1998

Good Practice

- Use work equipment or other measures to prevent falls where working at height cannot be avoided.
- Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Avoid work at height where possible.
- Do not store heavy objects or bulky items at height

Ensure

- All work at height is properly planned and organised.
- Trained and competent staff.
- Equipment for work at height is appropriately inspected.
- Risks from falling objects are properly controlled.
- Ensure the place that the work at height is carried out is safe.
- Appropriate Step/Ladder to be used and inspected beforehand.

ELECTRICAL EQUIPMENT: Electricity at Work Regulations 1989

Good Practice

- Check electric cabling for signs of wear and tear.
- Personal electrical equipment not to be taken into the work place.
- Liquids to be kept away from electrical equipment.
- Portable Appliance Test to be within one year
- Damaged equipment to be replaced.
- Repairs to be carried out by a qualified person.

RISK OF FIRE: Regulatory Reform (Fire Safety) Order 2005

Good Practice

- Good Housekeeping to be carried out.
- No unauthorised electrical equipment to be used.
- Fire Risk Assessment under RRFSo to be reviewed annually.
- Desks and work areas to be kept clear of unnecessary paper.
- Vents on computers to be kept clear.