



KING EDWARD'S SCHOOL
BIRMINGHAM

Risk Assessment Form

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|--|--|---------------------|--|
| Assessment Date: <small>(Risk assessments should be reviewed annually)</small> | | Assessed by: | |
| Description of task to be assessed: | Area or Dept: | | |
| | Persons Exposed (e.g. student, staff, contractor, visitor etc) | | |

| Hazard & Potential Harm | Existing Risk Control Measures | Level of Risk | | | Additional control measures required | Completion date |
|-------------------------|--------------------------------|------------------|--------------------|------------------------|--------------------------------------|-----------------|
| | | Probability A | Seve- rity B | Risk Score A x B | | |
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| | | | | | | |

Risk Assessment: How to Complete the Form

You need to gather together all the relevant information on the risks and hazards of the task being assessed. You can use the risk-assessment form to help you make the assessment and create a written record of that assessment process.

The first part of the form is used to record the date of assessment, review date, description of the task to be assessed, the department or area and who may be exposed to the hazards.

Initial Risk Assessment

In this section you need to consider what the hazards are. In doing this, it is important to consult with staff who work in the area and any existing documentation that may have a bearing on the risk assessment (e.g. documented procedures and policies, equipment used, services used (electricity, gas, etc) and maintenance procedures).

Once the hazard has been identified you should then decide what the potential harm is from the hazard and what existing control measures are in place. An example is given in Table 1.

| | Hazard | Potential Harm | Existing Risk Control Measures |
|----------------|---|--|--------------------------------|
| Table 1 | Using computer workstations incorrectly | Repetitive strain injury and back injury | Induction training given |
| | Lifting heavy files on to shelving | Injury, especially to the lower back | None |

For each hazard the level of risk is estimated taking into account the existing control measures. So for the above two examples:

| Table 2 | Level of Risk | | |
|-----------------------------|---------------|----------|------------|
| | Likelihood | Severity | Risk Score |
| Using computer workstations | 4 | 3 | 12 |
| Lifting heavy files | 4 | 4 | 16 |

Section B – Additional Risk Control Measures

For each hazard that you have assessed with a risk greater than 5 (i.e. a medium or high risk), you need to list it in section B. You then need to list, where practicable, any additional things that can be done to reduce the risk as shown in Table 3.

| | Hazard | Additional Control Measures |
|----------------|---|---|
| Table 3 | Using computer workstations incorrectly | 1. Carry out full DSE workstation assessment. 2. Ensure corrective actions implemented. |
| | Lifting heavy files on to shelving | 1. Use trolleys to transport files. 2. Use steps to gain access to shelves. 3. At risk staff to carry out manual handling training. |

With these new control measures in place the risk is re-assessed as shown in table 4.

The person responsible for carrying out or implementing the additional control measures completes the last two columns in section B, which includes a target completion date.

| Severity | | | | | | |
|------------|---------------|----------|------------|------------|------------|------------|
| Likelihood | | Nil 1 | Minor 2 | 7-day 3 | Major 4 | Fatal 5 |
| | Very likely 5 | 5 | 10 | 15 | 20 | 25 |
| | Probably 4 | 4 | 8 | 12 | 16 | 20 |
| | Possible 3 | 3 | 6 | 9 | 12 | 15 |
| | Remote 2 | 2 | 4 | 6 | 8 | 10 |
| | Improbable 1 | 1 | 2 | 3 | 4 | 5 |

| Level of risk | Action and timescale |
|---------------|---|
| High | You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work. |
| Medium | You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures. |
| Low | You don't need to take any further action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective. |

Risk Assessments Aide-Memoir

The following headings will give you a number of most likely disciplines you should consider when undertaking a risk assessment. Decide if any of the main headings apply to the task and then add them onto the risk assessment form as a hazard.

Some headings ask questions, e.g. COSHH section. You must consider whether these are required and if so which one. These will then be added into the remedial actions column.

Consider also the bullet points attached to each section. They may provide you with some of the remedial actions that you need to take as well.

Please Note: This is not intended to be an exhaustive list. Your particular tasks/area may have other considerations to be taken into account.

Accident Procedures - Do you have the correct procedures in place?

- Is there an accident book (compliant with the Data Protection Act) readily available?
- Has everyone received training in the company's accident procedure?
- Has someone been made responsible for RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reporting?

COSHH - What should you consider if any hazardous products are being used?

- Can you discontinue use of the product? (First priority)
- Can you substitute the product with a less hazardous one?
- Has the person been trained to understand the hazards of the products?
- Are Material Safety Data Sheets (MSDS/COSHH sheets) available and nearby?
- Have your first aiders received a copy of the Material Safety Data Sheets for products used in their areas?

Electrical Equipment

- Are the personnel working on the equipment qualified to do so?
- What safety measures must be taken in order to work on this equipment?
- Are the first aiders aware that electrical work is taking place?
- Is there an on-going procedure in place for PAT (portable appliance testing - electrical) testing of all equipment?
- Is the testing still in date?
- Is there a procedure in place to ensure that any employee bringing personal electrical equipment into the building (radios, phone chargers, etc.) has it PAT tested before use?

First Aid

- Is there a fully equipped first aid box available at all times?
- Are there adequate numbers of first aiders available at all times when the building is in use?
- Is an eyewash station required?

Manual Handling - Does the task involve an element of lifting, pulling or pushing? If so, consider the following:

- Have personnel received training in manual handling?
- Is a written manual handling assessment required? It could be if it involves any excessive pushing, pulling, repetitive movements or twisting/bending, etc.
- Individual capability.

Machinery - Consideration must be given to safety when using a piece of machinery.

- Is there an adequate maintenance procedure in place?
- Does the machine need to be isolated electrically?
- Are there guards in place to ensure that contact with moving parts is not possible?
- Is it excessively hot?
- Is it excessively cold?
- Are there very sharp edges to be avoided?
- Can body parts be trapped by equipment?
- Is the area to be worked in very cramped with poor housekeeping?

Maintenance

- Is all machinery/equipment regularly maintained?
- Are all personnel undertaking the maintenance trained to do so?
- Are there risk assessments and safe working procedures in place?

Personal Protective Equipment - What is needed?

- Masks?
- Air fed helmet?
- Safety Goggles?
- Harness?
- Gloves specific to task?
- Ear protection?
- Specialised overalls?

Have all personnel been trained in the use of their protective equipment?

Task

- Is specialist equipment needed?
- Is specific personal protective equipment required?
- Are barriers and warning signs needed?
- Have the personnel completing the task been trained to do so?

Waste

- Will waste be generated during the work in progress, e.g. waste hydraulic fluid, etc.
- Do staff know how to dispose waste correctly?
- If the waste is hazardous has the correct procedure been implemented for its disposal?

Working Area

- Are all emergency exit routes clear at all times?
- Is there a housekeeping procedure in place?
- Is the work area congested?
- Are there any trip hazards around, e.g. cabling, personal belongings?
- Is the floor slippery?
- Is the carpet in good condition?
- Are there barriers available for cleaners to use?