

# Risk Assessment Identification and Prompt Sheet



<b>Step 1</b> <b>What are the Hazards?</b>	<b>Step 2</b> <b>Who might be harmed?</b> (Employee, Public, Contractors, Other)	<b>Step 3</b> <b>How might they be harmed?</b>	<b>Step 4</b> <b>What is already being done to control the risk?</b>	<b>Step 5</b> <b>What further actions are needed to control the risk?</b>	<b>Step 6</b> <b>Who will be responsible for carrying this out and when?</b>

Hazard		Particulars to consider	Tick if applicable
<b>Fire and Emergency Action Plan</b>	Fire Emergency	<p>If the work activity takes place in a familiar building with a standard Fire and Emergency Action Plan, and does not include hot work or other work with sources of ignition, you will probably not need to identify this as a significant risk to the work process in this assessment. However, if you are using hot work process, or other processes containing sources of ignition, you must include your fire risk management procedures. This may include 'permit to work' systems and informing Fire Wardens and Building Managers of the work details.</p> <p>If the work activity takes place in a unique or temporary environment – i.e. a marquee at a festival – you must prepare and communicate a detailed fire and emergency action plan.</p> <p>If the work process taking place has employees away from a central base – i.e. Grounds Persons – or working alone – i.e. a covert Benefit Fraud Investigator - you must prepare an emergency plan or procedure. This can be as simple as training the employee in the procedure and providing communication by way of a mobile phone, or a more detailed procedure if the risk to the employee is higher.</p> <p>Has an adequate provision of First Aid at Work and / or Emergency First Aid at Work qualified people been considered as part of the work process in the assessment?</p>	
	Other Emergency		
<b>Workplace Equipment &amp; Machine Safety</b>	Guards	Major pieces of machinery are properly guarded.	
	Awareness	Any dangers during use are identified (i.e. vibration risk from overlong usage)	
	Ventilation	Correct ventilation for machinery in use;	
	Maintenance	Check regular maintenance and servicing are up to date	
	Training	Ensure operatives know how to use the equipment;	
	Vulnerable Groups	For instance, are children, young people, the disabled, expectant mothers protected from harm?	
	Environment HSE link	Will the environment affect safe operation of the workplace equipment? (lighting, heat/cold etc.) <a href="http://www.hse.gov.uk/equipment/legislation.htm">http://www.hse.gov.uk/equipment/legislation.htm</a>	
<b>Slips and Trips</b>	Floor contamination	Work activities and environments are controlled and maintained to minimise floor contamination such as water, oil, powders, food. Spillages promptly and effectively cleaned up. (Consider areas other than those where contamination is inevitable, e.g. swimming pools).	
	Outdoor ground conditions	For outdoor environments, consider ground conditions in relation to changing weather and daylight availability.	
	Suitable floors and footwear	Floors and required footwear give slip-resistance for conditions. Use of drainage, anti-slip surfaces, mat and grids as necessary (e.g. areas prone to contamination).	
	Prevention of trips	Floors even, free from holes, gangways well marked, access routes kept free from trip hazards, e.g. trailing cables, tools, stairs well constructed and fitted with handrails.	
	HSE link	<a href="http://www.hse.gov.uk/slips">http://www.hse.gov.uk/slips</a>	

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<b>Working at Height</b>	Identification of activities and precautions involving falls from height	Work, including maintenance, cleaning and repair, has been identified and workers instructed in precautions. Access points to fragile roofs are marked and method statements obtained if and where necessary.	
	Falls into unguarded pits	Are falls into unguarded pits a risk, even for a very short period of time during the work process? If so, how will you guard against falls?	
	Selection, use and maintenance of equipment	Appropriate access equipment is provided, is well maintained and regularly inspected and used. Suitable records are kept	
	Control of contactors	Have contractors been selected through the procurement or CDM process?	
	HSE link	<a href="http://www.hse.gov.uk/contact/faqs/heightreg.htm">http://www.hse.gov.uk/contact/faqs/heightreg.htm</a>	
<b>Manual Handling</b>	Avoidance and control	Significant manual handling risk well controlled with little lifting or low unit weights, repetitive activities; and appropriate task design, work equipment selection and layout; mechanical aids/mechanisation.	
	Instruction and training	Clear instructions/training appropriate to task for significant risks; employees awareness concerning risk factors and early symptom reporting, safe systems of handling, use of controls/workstation adjustment, risk assessors trained and provision of periodic refresher training.	
	Management commitment/ worker involvement	Managers and workers actively involved in addressing significant manual handling risks e.g. set aims; assess risk; avoid/control; monitor progress; review; change where needed.	
	HSE link	<a href="http://www.hse.gov.uk/contact/faqs/manualhandling.htm">http://www.hse.gov.uk/contact/faqs/manualhandling.htm</a>	
<b>Workplace Transport</b>	Safe site	Well defined traffic routes free from obstruction, firm and even surfaces. Every effort made to separate pedestrians from vehicles. Pedestrian crossing points. Effective one way system for HGVs.	
	Safe vehicle	Refer to Fleet Manager if in doubt. (Effective maintenance of steering, brakes and lights. ROPs and seat belts fitted when appropriate. Reversing aids fitted when appropriate.)	
	Safe driver	Fork lift truck drivers trained and competent in accordance with AcoP, similar for other types of vehicle. Active supervision of driver behaviour	
	HSE link	<a href="http://www.hse.gov.uk/workplacetransport/index.htm">http://www.hse.gov.uk/workplacetransport/index.htm</a>	
<b>Stress</b>		Will the work activity create additional levels work-related stress that need to be identified and addressed?	
	HSE link	<a href="http://www.hse.gov.uk/stress/">http://www.hse.gov.uk/stress/</a>	

Hazard		Particulars to consider	Tick if applicable
<b>Working Environment</b>	Welfare	Welfare facilities to consider include access to drinking water, lavatories, rest facilities, protection against adverse weather, provision for work clothing that is not taken home.	
	Lighting	Is lighting suitable and sufficient for the work activity?	
	Temperature	Is there reasonable temperature control over the internal work environment?	
<b>Lifts and Lifting Equipment</b>	Lifts	Will your work activity mean a passenger or goods lift will be out of use for a period of time? If so, have you communicated with the Building Manager?	
	Lifting Equipment	Is any lifting equipment to be used in the work activity subject to thorough examination as well as inspection or periodic testing?	
	HSE links	<a href="http://www.hse.gov.uk/equipment/legislation.htm">http://www.hse.gov.uk/equipment/legislation.htm</a>	
<b>Electricity</b>	Safety at intakes, switch rooms and machinery with high starting currents	Is isolation required as part of the work process? (i.e. lock off and tag) If so, a permit to work is also required.	
	General installations	Check condition of plug sockets, spur sockets and light switches.	
	Appliances and Extension leads	Inspection regime evidenced. Leads well managed and run in a safe manner Cables well managed	
	HSE link	<a href="http://www.hse.gov.uk/electricity/">http://www.hse.gov.uk/electricity/</a>	
<b>Underground excavation</b>		Are cable and pipe locating equipment necessary prior to the dig? Are shoring and containment systems to be used? Training of staff to a suitable and sufficient level?	
<b>Confined spaces</b>		Will the work process include confined space entry? If so, a permit to work will be required.	
	HSE Link	<a href="http://www.hse.gov.uk/confinedspace/index.htm">http://www.hse.gov.uk/confinedspace/index.htm</a>	
<b>Asbestos</b>	Knowledge	Evidence of knowledge of asbestos containing materials demonstrated.	
	Management plan	A management plan is demonstrated	
	Register	On site and available for checking.	
	Controls	Adequate controls in place including with contractors.	
	HSE link	<a href="http://www.hse.gov.uk/asbestos/regulations.htm">http://www.hse.gov.uk/asbestos/regulations.htm</a>	
<b>Legionella</b>	Management	Water based air conditioning; humidifiers; cooling towers are subject to management and treatment regime. Check employees are not likely to be exposed in the work process.	
	HSE Guidance	Hot and cold water systems are managed in accordance with HSE guidance.	
	Valves	Thermostatic valves are in place where necessary.	
	HSE link	<a href="http://www.hse.gov.uk/legionnaires/">http://www.hse.gov.uk/legionnaires/</a>	

Hazard		Particulars to consider	Tick if applicable
<b>Hazardous Substances (COSHH)</b>	Which assessment shall I use?	A separate format is generally used for the risk assessment of hazardous substances. See separate COSHH system.	
		However, for assessment of biological hazards encountered in work process, for example body fluids and animal excrement, this format can be used	
		If in doubt about COSHH assessment ask the Principal Health and Safety Officer	
	HSE link	<a href="http://www.hse.gov.uk/coshh/">http://www.hse.gov.uk/coshh/</a>	
<b>Violence Lone working</b>		Does the work process put the employee at risk of violence	
		Are enhanced risk control measures applicable to this work process?	
		What level of risk do lone workers carry in the work process? What basic control measures are in place and what enhanced control measures might be necessary?	
	HSE link	<a href="http://www.hse.gov.uk/contact/faqs/workalone.htm">http://www.hse.gov.uk/contact/faqs/workalone.htm</a>	

NOTE:  
Other assessments for the following groups should be completed on appropriate forms and saved into confidential and controlled access systems. Do not include anything in the above assessments which relates to something confidential about an individual:

- Individual employee Display Screen Equipment (DSE) assessment.
- Individual personal health and safety assessments: New and Expectant Mothers, Named disabled people, Children and Young People.