

**RISK ASSESSMENT**

	<b>HAZARD</b>	<b>WHO MIGHT BE HARMED?</b>	<b>EXISTING CONTROLS</b>	<b>FUTURE ACTIONS</b>
1.	Slips, Trips & Falls	Employees Public Contractors	<ol style="list-style-type: none"> <li>1. Good housekeeping standards maintained.</li> <li>2. Entrances and Exits of site buildings kept clear.</li> </ol>	<ol style="list-style-type: none"> <li>1. Wet floor signs to be obtained for use when cleaning is being carried out.</li> </ol>
	Falling Objects	Employees	<ol style="list-style-type: none"> <li>1. Light materials stored in upper areas/shelves of storage accommodation.</li> <li>2. Stepladders used to access upper areas/shelves.</li> <li>3.</li> </ol>	<ol style="list-style-type: none"> <li>1. Checks on stepladders needed at suitable intervals.</li> </ol>
3.	Hygiene and Welfare	Employees	<ol style="list-style-type: none"> <li>1. Toilets supplied with hot and cold water.</li> <li>2. Drinking water readily available.</li> <li>3. Lighting is suitable and sufficient and regular checks on bulbs are carried out.</li> </ol>	<ol style="list-style-type: none"> <li>1. No further action at present.</li> </ol>
4.	Fire	Employees Public Contractors	<ol style="list-style-type: none"> <li>1. Minimum quantities of chemicals stored on premises.</li> <li>2. Regular cleaning schedule followed to prevent build up of waste materials in buildings.</li> <li>3. Rubbish removed daily and placed in site rubbish stores.</li> <li>4. Maintenance contract for extinguishers and alarm system in place.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fire evacuation procedures to be displayed.</li> <li>2. Fire drills to be actioned.</li> </ol>
5.	Electrical Appliances System	Employees Public Contractors	<ol style="list-style-type: none"> <li>1. Employees trained to report defects/faults.</li> <li>2. Installed equipment e.g. washing machines, dryers, etc and portable equipment e.g. kettle, iron, etc on regular maintenance programme.</li> <li>3. Regular visual checks of all appliances.</li> <li>4. Employees prohibited from introducing own equipment unless authorised by management i.e. kettles, radio, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Records to be kept of visual checks and maintenance of the system and the appliances.</li> </ol>

**RISK ASSESSMENT (cont.)**

6.	Manual Handling	Employees	<ol style="list-style-type: none"> <li>1. Trolleys used to move loads e.g. stock deliveries, LPG cylinders, beer kegs, etc.</li> <li>2. Job rotation organised to ensure employees don't perform same repetitive tasks all day.</li> </ol>	<ol style="list-style-type: none"> <li>1. Manual handling training required.</li> </ol>
7.	Mechanical Equipment e.g. mobile grass cutter	Employees	<ol style="list-style-type: none"> <li>1. Equipment operated by trained employees only.</li> <li>2. Guards on equipment as supplied.</li> <li>3. Regular visual checks of all equipment before use.</li> <li>4. Employees trained to report faults immediately.</li> </ol>	<ol style="list-style-type: none"> <li>1. Regular maintenance contract for equipment to be organised.</li> </ol>
8.	Hazardous Substances	Employees Public Contractors	<ol style="list-style-type: none"> <li>1. All data sheets and COSHH assessments available to employees.</li> <li>2. Necessary PPE available.</li> <li>3. Only trained employees to use chemicals.</li> <li>4. All chemicals properly labelled and stored.</li> </ol>	<ol style="list-style-type: none"> <li>1. No further action at present.</li> </ol>
9.	Smoking	Employees Public	<ol style="list-style-type: none"> <li>1. No smoking policy adopted in the buildings.</li> <li>2. Smokers to go outside for a cigarette.</li> </ol>	<ol style="list-style-type: none"> <li>1. Cigarette bins to be placed outdoors at designated smoking areas.</li> </ol>
10.	Waste disposal	Employees Public Contractors	<ol style="list-style-type: none"> <li>1. All rubbish placed in designated bins within bin stores.</li> <li>2. Waste removed on weekly basis by local authority.</li> </ol>	<ol style="list-style-type: none"> <li>1. No further action at present.</li> </ol>

Signed ...*Joe Bloggs*Date ...*5/5/05*