

Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

Date:	
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Assessors Name:		Reference Number:		Review Date:	
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Endorsed By:		Signature:		Position:		Date:	
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Description of assessment	Housekeeping
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Location Details	Bar, Kitchen and Office Areas
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
General Competence Accidents due lack of training and competence	Untrained Employees Contractors Visitors	4	4	16	VH	<ul style="list-style-type: none"> Hand Tools only to be used by trained, authorized and competent persons unless under supervision for training PPE – Safety Footwear, Ear Protection and Eye protection available at all times and zero tolerance attitude adopted for its use. Visual pre-use checks completed by user 	<ul style="list-style-type: none"> Regular safety briefings carried out The Risk Assessment contents to be communicated to all affected employees and signatures of understanding gained. 			4	1	4	L

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		S	L	R	RR					S	L	R	RR
Slips Trips Falls Same level Accidents due to Uneven surfaces, discarded waste tools, materials and equipment	Employees Contractors Visitors	3	3	9	M	<ul style="list-style-type: none"> Footwear appropriate to the task and environment is to be worn at all times Walkways and work areas are kept clean and free from discarded waste equipment and other obstacles External work areas are kept free of mud, leaves, ice, snow etc. Salt supplies are readily available for application to icy paths and roadway Internal lights maintained Trailing cords and cables are routinely managed 	<ul style="list-style-type: none"> Regular safety briefings carried out Time allowed in work schedule for site tidying Regular site safety inspections completed by site supervisor Cable protectors to be placed over temporary trailing cables where they cross aisles and walkways. 			3	1	3	L

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		S	L	R	RR					S	L	R	RR
Slips Trips Falls Same level Continued	Employees Contractors Visitors	3	3	9	M	<ul style="list-style-type: none"> Rubbish and waste materials are removed regularly Walking with large loads is kept to a minimum Spillages are cleaned immediately where possible. Refer to COSHH assessment on clean up instructions 				3	1	3	L

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		S	L	R	RR					S	L	R	RR
Poor Storage Blocking of Escape Routes	Employees Contractors Visitors	4	3	12	H	<ul style="list-style-type: none"> The storage of goods on floors to be kept to specific areas with adequate walkways in between. Fire doors and escape routes to be kept free of obstacles. All walkways, stairs etc. to be kept free of obstacles. 	<ul style="list-style-type: none"> Regular safety briefings carried out Regular site safety inspections completed by site supervisor 			4	2	8	M

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		S	L	R	RR					S	L	R	RR
Storage at High Level Falling goods, personnel or muscular injury	Employees Contractors Visitors	4	3	12	H	<ul style="list-style-type: none"> High-level storage to be restricted, as far as is reasonably practicable. Use of correct means of access (podium steps etc.) to prevent falls. All employees to be instructed not to use makeshift access equipment such as chairs, stools etc. Heavier items to be stored at lower level only. Employees to be instructed to visually check all access equipment before use. All faulty access equipment to be taken out of service and be repaired or replaced. Employees to ensure that they re-position steps rather than overstretch. Employees using access equipment to wear appropriate footwear (low heeled, non-slip soles). Frequently used items to be stored at easily accessible locations. Employees to report insecure items to their manager who will take the necessary remedial action. 	<ul style="list-style-type: none"> Employees to be given specific manual handling training. Carry out specific manual handling risk assessment Regular formal inspections of access equipment to be made at least every six-months and the results recorded. Faulty items to be removed from use and be repaired or replaced. Employees to ensure that shelves etc. are not overloaded. Supervisor to carry out regular inspection s 			4	2	8	M

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		S	L	R	RR					S	L	R	RR
Incorrect use/storage of filing cabinets Employees tripping over open drawer / risk of tipping over	Employees Contractors Visitors	3	3	9	M	<ul style="list-style-type: none"> Staff to be instructed not to leave filing cabinet drawers open. Supervisors to regularly check and remind staff of the hazards. Filing cabinets to be used such that the bottom drawers are used first. 	<ul style="list-style-type: none"> Regular safety briefings carried out Supervisors to carry out regular checks. 			3	1	3	L

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		S	L	R	RR					S	L	R	RR
Fire Risk Poor Waste and Chemical Management	Employees Contractors Visitors	5	4	20	VH	<ul style="list-style-type: none"> Waste materials to be stored in bins and removed at the end of each working shift/day. Supervisors to check work areas at the end of each shift/day. All highly flammable liquids etc. to be kept in a specially provided cabinet when not in use. 	<ul style="list-style-type: none"> Regular safety briefings carried out on Waste & Chemical Management All employees fire awareness trained Trained in the safe use of substances 			5	1	5	M

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Guidance Notes

SEVERITY	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					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

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Additional comments:

- 1. This risk assessment needs to be discussed with employees before they operate the plant/equipment to ensure compliance with all control measures through their understanding
- 2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
- 3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant/equipment or working practices, or after an accident/near miss
- 4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:		Signature:		Date:	
Assessor 2 name:		Signature:		Date:	

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I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level. I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.				
Employee name	Job description	Date	Employee comments/recommendations	Signature