

SECTION 1(3)

RISK ASSESSMENT AND CONTROL

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Original of pro-forma suitable for photocopying and use or distribution is given in Section 5 (hard copy only).

(Total numbered pages in this section: 34)

Introduction

The Health and Safety at Work etc Act 1974 requires that employers carry out risk assessments and introduce appropriate control measures. The main requirement is under the Management of Health and Safety at Work Regulations 1999.

Under these Regulations employers are required to make a suitable and sufficient assessment of risk to employees from work activities to ensure their health and safety; appoint competent persons to advise them in discharging their responsibilities; establish procedures for serious or imminent danger; provide appropriate health surveillance; and provide information and training to employees.

The Regulations require that a record is kept of the significant findings of risk assessments and the control measures introduced. Appendix 1 gives a pro-forma to be used for this purpose.

Definitions

Before proceeding to give more details on the requirements of a risk assessment, it is necessary to define the terms 'hazard' and 'risk'.

Hazard

A hazard is an act or condition with the potential to cause harm, including ill-health and injury; damage to property, plant, products, or the environment; production losses or increased liabilities.

Risk

A risk expresses the likelihood that the harm from a particular hazard is realised, either during work activities or from the by-products created by work activities. In calculating risk it is necessary to make provision for the possibility that harm will occur, its severity, the population who are exposed and the likely consequences.

Purpose of a Risk Assessment

The purpose of a risk assessment is to help managers determine what measures need to be taken to comply with statutory duties under the Health and Safety at Work etc Act 1974 and the more specific duties in various Acts and Regulations associated with it. In particular the purpose of carrying out a risk assessment is to ensure that hazards associated with work activity and the risks associated with them have been identified.

In carrying out the assessment it is important not to get inundated with the trivial or minor risks which are associated with everyday activities. The purpose is to identify the significant risks in the workplace and not to obscure the objective with an excess of information which may be unnecessary.

Background Information to Risk Assessment

In order to meet the requirements of the Management of Health and Safety at Work Regulations 1999, it is necessary to prioritise risk assessment in the light of the following criteria:

- Are there any specific Acts or Regulations which apply to the work being undertaken which include a requirement for risk assessment, eg: control of hazardous substances, noise at work, operation of pressure vessels, use of radioactive substances, first aid at work, etc?

- Is it possible to group types of work or groups of workers so that a “generic assessment” can be made to cover the usual activities carried out by this group of workers?
- Having identified the statutory requirements and used the principle of generic assessment where possible, is it possible to identify particular areas which require a specific risk assessment in connection with work activities (eg: use of dangerous machinery or work in hazardous environments)?

Having categorised and simplified the task of risk assessment by the approach outlined above, it is important to recognise that information on actual practices in the workplace or during work activities will need to be taken into account. The Regulations make specific requirements in respect of consultation with employees and their representatives and it is most important that they are consulted prior to the risk assessment and contribute to it. In identifying employees who may be at risk, it is necessary to consider those who may not work normal daytime hours, such as cleaners, maintenance staff, security staff and any risks to visitors or contractors who may visit the site or premises.

Some people may be particularly at risk during their particular work activities. For example, in certain circumstances young or inexperienced workers, those working alone and disabled staff. Risk assessments will need to take account of any particular requirements for such workers/activities and how they will be protected from the hazards involved.

Finally, it is necessary to take account of existing preventative or precautionary measures which are in place to reduce risk, to ensure that they are understood and working properly and action required by employees is maintained.

Introducing Control Measures

Reduction of risk by introducing appropriate control measures can be achieved by taking action in the following 3 areas:

Technical measures

Is it possible to design products and equipment to ensure that they are intrinsically safe? The design of machinery and guards can be such that a reduced need for access is incorporated. By ergonomic design of controls to machinery and equipment a reduction in human error can be achieved.

Procedural measures

Regular inspections and surveys will ensure that workplaces are maintained in a safe condition and that hazards are identified and dealt with at an early stage. The development of systems of work which enable employees to follow a set pattern in respect of particular activities will ensure that they are both aware of hazards and the risk control measures which should be adopted. In some areas it may be necessary to institute a "permit-to-work" system where the risk to employees is significant, and specific steps must be taken, including action by a number of people to ensure the safety of employees carrying out a particular activity.

Behavioural measures

By ensuring that employees are competent to undertake tasks which they are allocated, it is possible to reduce the risk of them being exposed to hazards at work. The use of appropriate training programmes designed to deal with both general and specific needs will therefore be appropriate. Suitable instruction, information and supervision of employees will ensure that the

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procedural measures are followed and will encourage them to undertake tasks in accordance with the agreed systems of work.

Hierarchy of Control Measures

Having carried out the risk assessment, a record will have been made of:

- the significant hazards identified; that is those which might pose a serious risk to workers or others who might be affected by the work activity if they are not properly controlled;
- the employees who may be exposed to the significant hazards identified, including any other groups of people who may also be at risk;
- the existing control measures in place and the extent to which they control the risks;
- the risk classification (and score if appropriate).

When introducing control measures, it is necessary to take account of relevant legislation, prioritise what needs to be done and to involve employees in the process. In deciding upon control measures, the sequence should be as follows:

- If possible, eliminate the risk altogether, by adopting a modified system of work.
- Combat risks at source, for example by modification of physical features rather than erection of warning signs.
- Wherever possible, adapt work to the individual and take account of their needs. This is particularly necessary where monotonous work or work at a predetermined work rate is required and will help reduce adverse affects on workers, heath and safety. It is also important to remember the individual needs of people who are particularly at risk, such as the young, old, newly employed, or disabled.
- Adopt measures which protect the whole workplace for groups of workers before those which only protect a few, having regard to the degree of risk, ie: adopt the measures which produce the greatest benefit in return for expenditure.

The Health, Safety and Welfare Manual of Guidance will assist you in identifying risks and introducing appropriate control measures. Many of the sections contained in the Manual include assessment criteria in respect of particular work activities and pro-formas to assist you carrying out assessments. Also included are details of appropriate control measures and standards which the Council has adopted.

Risk Assessment in Practice

Decide who will carry out the assessment. This is best done by a person who is familiar with the job and working practices. On occasion they may need professional guidance from colleagues or the Corporate Health & Safety Advisers, Human Resources, Corporate Services Department.

When risk assessments, including reviews are carried out they should be reported to Departmental Management Teams. Directorates should also report these matters to the Strategic Risk Management Group.

Using the pro-forma:

The pro-forma in Appendix 1 will provide the assessor with a 'prompt list' guiding them through

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the risk assessment. It is important to ensure that it is used as a tool for improving awareness of hazards at work and an appreciation of the necessity for control measures, and **not as a maintenance checklist**. The assessor should:

1. Identify specifically what is being assessed, ie: stating the department or site or work activity such as a school, admin section, duties of social worker, particular activity, etc.
2. Identify the hazards present using the various sections of the form, taking into consideration:
 - what actually happens, ie: practice may differ from the written work procedure;
 - non-routine operations, eg: maintenance etc; and
 - interruptions to the work activity.
3. When identifying who is at risk from the identified hazard ensure that all groups of employees and any others who may be affected are considered ie: night cleaners, maintenance staff, security staff, young, inexperienced, disabled or lone workers.
4. Identify the existing arrangements to control risks, ie: codes of safe working practice, guarding, personal protective equipment, training, monitoring systems, etc. You will need to consider if the systems are working properly and when any further action is needed to ensure they are properly updated and maintained.
5. Having identified the hazards, people affected by them and any control measures present, the risk can be classified using the risk assessment scoring system given on page 5. This will enable a **low, medium or high** rating to be allocated. When allocating the score ensure that for:

Consequences (C) - you arrive at **the most probable** result of the potential accident being considered, e.g. the most probable result of a pupil falling over on a poorly maintained playground surface, would be a minor ailment (cut/bruise/bumps) (score 1), not a temporary disability necessitating 3 weeks lost time (score 50), which could happen if the pupil broke a leg, but it is not the most probable result. (It may be helpful to study historical accident data to help to decide on your score).

Exposure (E) - you consider how many times people are exposed to the hazard e.g. a home help having to assist clients may be exposed to handling hazards many times daily (score 10).

Probability (P) - you consider the actual likelihood of an accident occurring from the hazard e.g. many people lift and handle objects during their working day but how many would have an associated accident? Using this example, it would be very unlikely that the accident would occur from the hazard present (score 0.5).

6. By using the scoring system above the assessor is able to classify the risks present into low/medium/high, and make a judgement as to what further action is required to control the risks identified within an appropriate timescale i.e. an action plan.

Timescales for action

Following risk assessment, the assessor must evaluate the need for action, taking account of the classification. As a general rule the timescales below are suggested.

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Low	Ongoing monitoring required. Any action deemed necessary should be taken within 12 months.
Medium	Action required within 1 to 6 months, dependent on the hazards identified.
High	Immediate action may be appropriate. Steps must be taken to reduce risk within a maximum of 1 month.

Risk Assessment Scoring

This system is an aid for managers to enable them to allocate a risk score which will assist in determining the time scales for action.

C Consequences - most probable result of the potential accident

Consequences	Score
Death	100
Permanent disability (including amputation or impairment of any function)	50
Temporary disability	
for more than 3 weeks	25
for 3 days to 3 weeks	5
for less than 3 days	3
Minor ailment (cuts, bruises, bumps and no lost time)	1

E Exposure - the frequency of occurrence of the hazard event

Exposure	Score
Hazard present:	
many times daily	10
once a day	6
once a week to once a month	3
once a month to once a year	2
less often than once a year	1

P Probability - likelihood of accident sequence following to completion

Probability	Score
Very likely	10
Likely to occur	6
Possible	3
Very unlikely	0.5

A multiplication of the three values will give an overall risk score. This will enable a judgement to be made as to action required.

Score	Judgement	Classification
0 - 100	risk could be acceptable	LOW
100 - 200	hazard requires attention	MEDIUM
200 +	hazard requires urgent attention/action control measures	HIGH

**RISK ASSESSMENT
PRO-FORMA**

Risk assessment for: _____

Department: _____

Location/site: _____

Activity: _____

**Name of person
carrying out assessment:** _____

**Designation of person
carrying out assessment:** _____

Date of risk assessment: _____

This booklet contains:

- one scoring and timescales guidance sheet,
- three assessment sheets, and
- one continuation sheet.

See Section 5 (hard copy only) for pro-formas to copy.

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Risk Assessment Scoring**C Consequences** - most probable result of the potential accident

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E Exposure - the frequency of occurrence of the hazard event

Exposure	Score
Hazard present:	
many times daily	10
once a day	6
once a week to once a month	3
once a month to once a year	2
less often than once a year	1

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Timescales for action

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Low	Ongoing monitoring required. Any action deemed necessary should be taken within 12 months.
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<p>WHAT ARE THE HAZARDS WHICH MAY BE CAUSED?</p>	<p>Who/what may be harmed? (Give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled, etc and estimate numbers; include significant property damage)</p>	<p>What is done now? (ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc)</p>	<p>How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)</p>	<p>What needs to be done? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled?)</p>	<p>By when? (What is the target date for completion?)</p>
<p>Slips/trips and falls? (ie wet/slippery/poorly maintained floors, poor storage, trailing cables, work at heights)</p> <ul style="list-style-type: none"> • • • • 					
<p>Manual handling injuries? (ie handling stationery/equipment/other people, excessive stretching/reaching; handling inconvenient shapes/abrasiveness/sharpness)</p> <ul style="list-style-type: none"> • • • • 					
<p>Contact/Impact with objects, equipment and substances? (ie being struck by falling/flying particles/objects, trapping fingers, use of hand tools, substances causing burns/scalds)</p> <ul style="list-style-type: none"> • • • • 					

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<p>Injury from use/contact with machinery? (ie use of wood/metalwork/printing/catering/laundry/lifting equipment, conflict with traffic and use of DSE)</p> <ul style="list-style-type: none"> • • • • 					
<p>Electric Shock? (ie work/maintenance on electrical systems, static shock, tampering, careless use of electricity, insufficient sockets)</p> <ul style="list-style-type: none"> • • • • 					
<p>Exposure to Hazardous Substances/ Environments? (ie use of chemicals/cleaning fluids, presence of dusts/fumes/noise/hot liquids and surfaces, thermal environment and exposure to infectious diseases/materials)</p> <ul style="list-style-type: none"> • • • • 					
<p>Fire or Explosion? (ie poor storage/waste management of fire systems, arson/terrorist activities, building works, smoking)</p> <ul style="list-style-type: none"> • • • • 					

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<p>Injury from assaults? (ie working alone, special needs supervision)</p> <ul style="list-style-type: none"> • • • • 					
<p>Other consequences or hazards not otherwise listed? (ie use this space for continuation if necessary)</p> <ul style="list-style-type: none"> • 					
<p>Other risk assessments relevant to this document include:</p> <ul style="list-style-type: none"> • • • • • • • • • 					

**RISK ASSESSMENT
PRO-FORMA**

Risk assessment for: *Teaching Staff*

Department: *Mill Lane School*

Location/site: *Junior School*

Activity: *Teaching Duties*

**Name of person
carrying out assessment:** *John Smith*

**Designation of person
carrying out assessment:** *Deputy Head*

Date of risk assessment: *13 December 20??*

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<p>WHAT ARE THE HAZARDS WHICH MAY BE CAUSED?</p>	<p>Who/what may be harmed? (Give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled, etc and estimate numbers; include significant property damage)</p>	<p>What is done now? (ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc)</p>	<p>How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)</p>	<p>What needs to be done? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled?)</p>	<p>By when? (What is the target date for completion?)</p>
<p>Slips/trips and falls? (ie wet/slippery/poorly maintained floors, poor storage, trailing cables, work at heights)</p> <ul style="list-style-type: none"> Working at height displaying pupils' work, retrieving books/equipment etc Storage of pupils' coats/bags 	<p>Teachers</p> <p>Pupils</p> <p>Teachers</p> <p>Visitors</p>	<p>Portable steps available for use.</p> <p>Some storage provided.</p>	<p>C-1) E-10) = 30 P-3) ∴ Low</p> <p>C-1) = 18 E-3) P-6) ∴ Low</p>	<p>Provide all teaching staff with a local code of safe working for working at heights within ⇐</p> <p>Monitor/consider provision of additional steps/kick-stools within ⇐</p> <p>Monitor supervision of pupils and consider pupils use of smaller bags within ⇐</p>	<p>6 months</p> <p>6 months</p> <p>6 months</p>
<p>Manual handling injuries? (ie handling stationery/equipment/other people, excessive stretching/reaching; handling inconvenient shapes/abrasiveness/sharpness)</p> <ul style="list-style-type: none"> Audio visual equipment 	<p>Teachers/ Caretaker</p>	<p>H/S Manual 3(12)</p>	<p>C-5) = 150 E-10) P-3) ∴ Med</p>	<p>Carry out manual handling assessments</p> <p>Arrange basic lifting training for caretakers within ⇐</p> <p>And teaching staff over a period of ⇐</p>	<p>1 month</p> <p>6 months</p>
<p>Contact/Impact with objects, equipment and substances? (ie being struck by falling/flying particles/objects, trapping fingers, use of hand tools, substances causing burns/scalds)</p> <ul style="list-style-type: none"> Technology hand tools High level storage (books/equipment) 	<p>Teachers/ pupils</p> <p>Teachers Pupils visitors</p>	<p>Supervision</p>	<p>C-1) = 60 E-10) P-6) ∴ Low</p> <p>C-1) = 30 E-10) P-3) ∴ Low</p>	<p>Provide a local code of safe working on working with hand tools within ⇐</p> <p>Monitor - consider additional low level storage ⇐</p>	<p>6 months</p> <p>6 months</p>

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<p>Injury from use/contact with machinery? (ie use of wood/metalwork/printing/catering/laundry/lifting equipment, conflict with traffic and use of DSE)</p> <ul style="list-style-type: none"> • • 					
<p>Electric Shock? (ie work/maintenance on electrical systems, static shock, tampering, careless use of electricity, insufficient sockets)</p> <ul style="list-style-type: none"> • <i>Electrical equipment</i> 	<p><i>Teachers</i> <i>Pupils</i> <i>Caretaker</i></p>	<p><i>H/S Manual 3(6)</i></p> <p><i>Procedure for annual testing of portable electrical equipment in place</i></p>	<p><i>C-1) = 30</i> <i>E-10)</i> <i>P-3) ∴ Low</i></p>	<p><i>New equipment to be registered for testing annually</i> <i>Personal equipment to be subject to visual inspection before use</i> <i>Provide a local code of safe working on 'use of electrical equipment' within ⇐</i></p>	<p><i>6 months</i></p>
<p>Exposure to Hazardous Substances/ Environments? (ie use of chemicals/cleaning fluids, presence of dusts/fumes/noise/hot liquids and surfaces, thermal environment and exposure to infectious diseases/materials)</p> <ul style="list-style-type: none"> • <i>Chemical cleaning agents</i> • <i>Contact with body fluids</i> 	<p><i>Cleaners</i> <i>Caretakers</i> <i>Teachers</i></p>	<p><i>H/S Manual 3(4)</i></p> <p><i>Protective gloves/clothing</i></p> <p><i>Protective gloves</i></p>	<p><i>C-1) = 30</i> <i>E-10)</i> <i>P-3) ∴ Low</i></p> <p><i>C-1) = 60</i> <i>E-10)</i> <i>P-6) ∴ Low</i></p>	<p><i>Monitor any changes in products</i> <i>Carry out COSHH assessments within ⇐</i></p> <p><i>Provide a local code of safe working on infection control procedures within ⇐</i></p>	<p><i>3 months</i></p> <p><i>6 months</i></p>

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<p>Fire or Explosion? (ie poor storage/waste management of fire systems, arson/terrorist activities, building works, smoking)</p> <ul style="list-style-type: none"> • • 					
<p>Injury from assaults? (ie working alone, special needs supervision)</p> <ul style="list-style-type: none"> • <i>Violence from pupil/parent</i> 	<p><i>Teachers</i></p>	<p><i>H/S manual 2(12)</i></p>	<p><i>C-1) = 6 E-2) P-3) ∴ Low</i></p>	<ul style="list-style-type: none"> • <i>Provide a local code of safe working on 'dealing with violence' within 6 months</i> 	<p><i>6 months</i></p>
<p>Other consequences or hazards not otherwise listed? (ie use this space for continuation if necessary)</p> <ul style="list-style-type: none"> • 					
<p>Other risk assessments relevant to this document include:</p> <ul style="list-style-type: none"> • <i>Medicines and first aid</i> • <i>P E lessons</i> • <i>School trips and journeys</i> • <i>Use of playground</i> • <i>Lunchtime supervision</i> • <i>Premises management</i> • <i>Delegated eg caretaking duties (boiler room, ladders etc)</i> • <i>Non delegated eg reporting arrangements (roof repairs etc)</i> • <i>Contracted eg grounds maintenance, contractors etc</i> 					

**RISK ASSESSMENT
PRO-FORMA**

Risk assessment for: *Refuse Collection*

Department: *Environment, Culture & Communities*

Location/site: *Longshot Lane*

Activity: *Domestic and Bulk Collection*

**Name of person
carrying out assessment:** *John Smith*

**Designation of person
carrying out assessment:** *Site Manager*

Date of risk assessment: *13 December 20??*

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<p>WHAT ARE THE HAZARDS WHICH MAY BE CAUSED?</p>	<p>Who/what may be harmed? (Give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled etc and estimate numbers; include significant property damage)</p>	<p>What is done now? (ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc)</p>	<p>How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)</p>	<p>What needs to be done? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled?)</p>	<p>By when? (What is the target date for completion?)</p>
<p>Slips/trips and falls? (ie wet/slippery/poorly maintained floors, poor storage, trailing cables, work at heights)</p> <ul style="list-style-type: none"> Poorly maintained paving Uneven surfaces in alleyways 	<p>Refuse Collector</p>	<p>Reporting procedure to Highways Maintenance or householder</p>	<p>C-1) = 30 E-10) P-3) ∴ Low</p>	<ul style="list-style-type: none"> Monitor reporting procedure 	
<p>Manual handling injuries? (ie handling stationery/equipment/other people, excessive stretching/reaching; handling inconvenient shapes/abrasiveness/sharpness)</p> <ul style="list-style-type: none"> Lifting refuse into wheeled bin 	<p>Refuse Collector</p>	<p>Standards set in H/S Manual 3(12) Risk Assessments undertaken Basic lifting training carried out</p>		<ul style="list-style-type: none"> Monitor review every ⇐ New staff to receive basic lifting training within ⇐ Consider adopting a wheeled bin system of refuse collection 	<p>6 months 1 month</p>
<p>Contact/Impact with objects, equipment and substances? (ie being struck by falling/flying particles/objects, trapping fingers, use of hand tools, substances causing burns/scalds)</p> <ul style="list-style-type: none"> Sharp objects protruding from refuse Objects falling from wheeled bin Objects being ejected from refuse vehicle 	<p>Refuse Collector</p>	<p>Protective clothing provided Code of safe working in place for methods of work</p>	<p>C-1) = 60 E-10) P-6) ∴ Low</p>	<ul style="list-style-type: none"> Monitor use of protective clothing Identify incorrect disposal of refuse by public Consider leaflet and/or notice in local paper drawing attention to public of dangerous disposal of sharps etc 	
<p>Injury from use/contact with machinery? (ie use of wood/metalwork/printing/catering/laundry/lifting</p>			<p>C-25) = 125</p>		

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<p>WHAT ARE THE HAZARDS WHICH MAY BE CAUSED?</p>	<p>Who/what may be harmed? (Give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled etc and estimate numbers; include significant property damage)</p>	<p>What is done now? (ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc)</p>	<p>How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)</p>	<p>What needs to be done? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled?)</p>	<p>By when? (What is the target date for completion?)</p>
<p>equipment, conflict with traffic and use of DSE)</p> <ul style="list-style-type: none"> • <i>Conflict with traffic</i> • <i>Danger from:</i> <ul style="list-style-type: none"> • <i>Bin clamp</i> • <i>Packing blade</i> • <i>Bin hoist</i> 	<p><i>Refuse Collectors</i></p>	<p><i>High visibility vests worn</i></p>	<p><i>E-10) P-0.5) ∴ Med</i></p> <p><i>C-5) = 150 E-10) P-3) ∴ Med</i></p>	<ul style="list-style-type: none"> ▪ <i>Develop a local code of safe working for the operation of this equipment and ensure it is communicated to all staff within ⇐</i> 	<p><i>3 months</i></p>
<p>Electric Shock? (ie work/maintenance on electrical systems, static shock, tampering, careless use of electricity, insufficient sockets)</p>					
<p>Exposure to Hazardous Substances/ Environments? (ie use of chemicals/cleaning fluids, presence of dusts/fumes/noise/hot liquids and surfaces, thermal environment and exposure to infectious diseases/materials)</p> <ul style="list-style-type: none"> • <i>Contact with discarded chemicals, substances, sharps, etc</i> 	<p><i>Refuse Collectors</i></p>	<p><i>Protective clothing provided</i></p>	<p><i>C-1) = 60 E-10) P-6) ∴ Low</i></p> <p><i>C-1) = 6</i></p>	<ul style="list-style-type: none"> ▪ <i>Monitor use of protective clothing</i> ▪ <i>Identify incorrect disposal of refuse by public Consider leaflet and/or notice in local paper drawing</i> 	

Section 1(3): Risk Assessment and Control

<p>WHAT ARE THE HAZARDS WHICH MAY BE CAUSED?</p>	<p>Who/what may be harmed? (Give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled etc and estimate numbers; include significant property damage)</p>	<p>What is done now? (ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc)</p>	<p>How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)</p>	<p>What needs to be done? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled?)</p>	<p>By when? (What is the target date for completion?)</p>
<ul style="list-style-type: none"> <i>Hot weather</i> 			<p><i>E-2)</i> <i>P-03) ∴ Low</i></p>	<p><i>attention to public of dangerous disposal of sharps etc</i></p>	
<p>Fire or Explosion? (ie poor storage/waste management of fire systems, arson/terrorist activities, building works, smoking)</p>					
<p>Injury from assaults? (ie working alone, special needs supervision)</p> <ul style="list-style-type: none"> <i>Dogs</i> 	<p><i>Refuse Collectors</i></p>	<p><i>Existing work methods adequate</i></p>	<p><i>C-1) = 9</i> <i>E-3)</i> <i>P-3) ∴ Low</i></p>	<ul style="list-style-type: none"> <i>Monitor incidents</i> <i>Identify recurrent nuisance areas and leaflet public concerned</i> 	
<p>Other consequences or hazards not otherwise listed? (ie Use this space for continuation if necessary)</p>					

Section 1(3): Risk Assessment and Control

<p>WHAT ARE THE HAZARDS WHICH MAY BE CAUSED?</p>	<p>Who/what may be harmed? (Give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled etc and estimate numbers; include significant property damage)</p>	<p>What is done now? (ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc)</p>	<p>How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)</p>	<p>What needs to be done? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled?)</p>	<p>By when? (What is the target date for completion?)</p>
<p>Other risk assessments relevant to this document include:</p> <ul style="list-style-type: none"> <i>Working at refuse tip</i> 					

**RISK ASSESSMENT
PRO-FORMA**

Risk assessment for: *Administration Staff*

Department: *Corporate Services*

Location/site: *General Office*

Activity: *Office Duties*

**Name of person
carrying out assessment:** *John Smith*

**Designation of person
carrying out assessment:** *Office Manager*

Date of risk assessment: *13 December 20??*

Section 1(3): Risk Assessment and Control

<p>WHAT ARE THE HAZARDS WHICH MAY BE CAUSED?</p>	<p>Who/what may be harmed? (Give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled etc and estimate numbers; include significant property damage)</p>	<p>What is done now? (ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc)</p>	<p>How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)</p>	<p>What needs to be done? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled?)</p>	<p>By when? (What is the target date for completion?)</p>
<p>Slips/trips and falls? (ie wet/slippery/poorly maintained floors, poor storage, trailing cables, work at heights)</p> <ul style="list-style-type: none"> Stationery boxes on the floor Trailing cables from electrical equipment and telephones High shelving 	<p>All staff Visitors</p>		<p>C-1) = 60 E-10) P-6) =</p>	<ul style="list-style-type: none"> Monitor stationery supplies and consider additional storage areas within ⇐ Remove cables or provide suitable covers within ⇐ Monitor and consider provision of lower level shelving within ⇐ 	<p>12 months 1 month 12 months</p>
<p>Manual handling injuries? (ie handling stationery/equipment/other people, excessive stretching/reaching; handling inconvenient shapes/abrasiveness/sharpness)</p> <ul style="list-style-type: none"> Moving equipment/stationery/furniture/typewriter/DSE 	<p>All staff</p>	<ul style="list-style-type: none"> Standards set in H/S Manual section 3(12) 	<p>C-1) = 30 E-10) P-3) ∴ Low</p>	<ul style="list-style-type: none"> Specific risk assessments to be carried out within ⇐ Staff identified in assessments to receive basic lifting training 	<p>6 months</p>
<p>Contact/Impact with objects, equipment and substances? (ie being struck by falling/flying particles/objects, trapping fingers, use of hand tools, substances causing burns/scalds)</p> <ul style="list-style-type: none"> Objects falling from overloaded shelves etc Cluttered storage areas/cupboards/rooms 	<p>All staff</p>		<p>C-1) = 60 E-10) P-6) ∴ Low</p>	<ul style="list-style-type: none"> Review storage arrangements within ⇐ 	<p>3 months</p>

Section 1(3): Risk Assessment and Control

<p>Injury from use/contact with machinery? (ie use of wood/metalwork/printing/catering/laundry/lifting equipment, conflict with traffic and use of DSE)</p> <ul style="list-style-type: none"> Use of: photocopier guillotine shredder Use of DSE 	<p>All staff, young people, new starters without prior experience</p> <p>Staff using DSE</p> <p>Designated users</p>	<ul style="list-style-type: none"> Verbal instruction given H/S manual section 3(5) brought to the attention of staff and guidance issued 	<p>C-3) = 90 E-10) P-3) ∴ Low</p> <p>C-3) = 180 E-10) P-6) ∴ Med</p> <p>C-5) = 90 E-6) P-3) ∴ Low</p> <p>C-3) E-10) P-3) ∴ Low</p>	<ul style="list-style-type: none"> Develop local code of safe working for using these machines with clear instructions what not to do within ⇐ Review existing assessments for operatives and workstations Provide suitable furniture by ⇐ 	<p>3 months</p> <p>Annual</p> <p>Dec 1998</p>
<p>Electric Shock? (ie work/maintenance on electrical systems, static shock, tampering, careless use of electricity, insufficient sockets)</p> <p>Use of electrical equipment including:</p> <p>kettle photocopier typewriter DSE shredder fan light fittings extension cables</p>	<p>All staff</p>		<p>C-1) = 30 E-10) P-3) ∴ Low</p>	<ul style="list-style-type: none"> Regular monitoring of workplace standards by line manager Formal checklist completed every ⇐ 	<p>3 months</p>
<p>Exposure to Hazardous Substances/ Environments? (ie use of chemicals/cleaning fluids, presence of dusts/fumes/ Noise/hot liquids and surfaces, thermal environment and exposure to infectious diseases/materials)</p> <ul style="list-style-type: none"> Replacing toner in photocopier Cleaning substances in kitchen and cleaners cupboards Ill fitting windows cause significant drafts in north corner of office Poor lighting in rear car park areas 	<ul style="list-style-type: none"> 2 designated staff All staff 3 staff Car users 	<ul style="list-style-type: none"> Limited access Cupboards not kept locked shut 	<p>C-1) = 6 E-2) P-3) ∴ Low</p> <p>C-1) = 30 E-10) P-3) ∴ Low</p> <p>C-5) = 45 E-3) P-3) ∴ Low</p> <p>C-3) = 54 E-6) P-3) ∴ Low</p>	<ul style="list-style-type: none"> Document current procedure developing a local code of safe working practice within ⇐ Risk assessment to be carried out and communicated to staff within ⇐ Repair defective glazing/window within ⇐ Consider improving illumination standards within ⇐ 	<p>6 months</p> <p>3 months</p> <p>12 months</p> <p>6 months</p>

Section 1(3): Risk Assessment and Control

<p>Fire or Explosion? (ie poor storage/waste management of fire systems, arson/terrorist activities, building works, smoking)</p> <ul style="list-style-type: none"> Accumulation of rubbish in east corner of office Fire doors wedged open Emergency procedures 	<p>All staff</p>	<ul style="list-style-type: none"> Procedures laid down Staff designated Equipment provided. 	<p>C-3) = 90 E-10) P-3) ∴ Low</p> <p>C-5) = 150 E-10) P-3) ∴ Med</p> <p>C-3) = 90 E-10) P-3) ∴ Low</p>	<ul style="list-style-type: none"> Remove rubbish and consider alternative arrangements within ⇐ Remove wedges Train and inform staff within ⇐ See action above ⇐ 	<p>1 month</p> <p>1 month</p> <p>1 month</p>
<p>Injury from assaults? (ie working alone, special needs supervision)</p> <ul style="list-style-type: none"> Enquiry counter/visitors reception 	<p>Reception staff</p>	<ul style="list-style-type: none"> Basic training given 	<p>C-1) = 30 E-10) P-3) ∴ Low</p>	<ul style="list-style-type: none"> Review training programme to include violence procedures within ⇐ 	<p>6 months</p>
<p>Other consequences or hazards not otherwise listed? (ie use this space for continuation if necessary)</p> <ul style="list-style-type: none"> Window cleaning 	<p>Contractors Staff</p>	<ul style="list-style-type: none"> Contractors' staff lean out of the windows to clean them and do not replace safety catches when finished 	<p>C-5) = 150 E-10) P-3) ∴ Med</p> <p>C-5) = 30 E-2) P-3) ∴ Low</p>	<ul style="list-style-type: none"> Contract supervisor to be informed and remedial action taken within ⇐ 	<p>6 months</p>
<p>Other risk assessments relevant to this document include:</p> <ul style="list-style-type: none"> Site visits 					

**RISK ASSESSMENT
PRO-FORMA**

Risk assessment for: *Building Surveyors*

Department: *Corporate Services*

Location/site: *Site Visits*

Activity: *Contract Monitoring*

**Name of person
carrying out assessment:** *John Smith*

**Designation of person
carrying out assessment:** *Principal Building Surveyor*

Date of risk assessment: *13 December 20??*

Section 1(3): Risk Assessment and Control

<p>WHAT ARE THE HAZARDS WHICH MAY BE CAUSED?</p>	<p>Who/what may be harmed? (Give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled etc and estimate numbers; include significant property damage)</p>	<p>What is done now? (ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc)</p>	<p>How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)</p>	<p>What needs to be done? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled?)</p>	<p>By when? (What is the target date for completion?)</p>
<p>Slips/trips and falls? (ie wet/slippery/poorly maintained floors, poor storage, trailing cables, work at heights) <i>Uneven walkways on site</i></p>	<p><i>Staff</i></p>		<p><i>C-1) = 30 E-10) P-3) ∴ Low</i></p>		
<p>Manual handling injuries? (ie handling stationery/equipment/other people, excessive stretching/reaching; handling inconvenient shapes/abrasiveness/sharpness)</p> <ul style="list-style-type: none"> <i>Equipment</i> 	<p><i>Staff</i></p>	<p><i>Standards set in H/S Manual section 3(12)</i></p>	<p><i>C-3) = 90 E-10) P-3) ∴ Low</i></p>	<ul style="list-style-type: none"> <i>Carry out manual handling assessment within ⇐</i> <i>Provide basic training in lifting and handling for all staff required to carry/use equipment within ⇐</i> 	<p><i>6 months</i> <i>6 months</i></p>
<p>Contact/Impact with objects, equipment and substances? (ie being struck by falling/flying particles/objects, trapping fingers, use of hand tools, substances causing burns/scalds)</p> <ul style="list-style-type: none"> <i>Debris, building materials etc on site</i> 	<p><i>Staff</i></p>	<p><i>Protective hard hat provided</i></p>	<p><i>C-3) = 90 E-10) P-3) ∴ Low</i></p>	<ul style="list-style-type: none"> <i>Consider provision of additional protective clothing where necessary ie protective glasses, ear defenders and footwear within ⇐</i> <i>Monitor use of protective clothing</i> 	<p><i>6 months</i></p>

Section 1(3): Risk Assessment and Control

<p>Injury from use/contact with machinery? (ie use of wood/metalwork/printing/catering/laundry/lifting equipment, conflict with traffic and use of DSE)</p> <ul style="list-style-type: none"> • <i>Conflict with road traffic</i> • <i>Site machinery eg dumper trucks, road rollers, kango hammers, angle grinders, bitumen boilers etc</i> 	<p><i>Staff</i></p>	<ul style="list-style-type: none"> • <i>High visibility vest provided</i> 	<p><i>C-25) = 125 E-10) P-0.5) ∴ Med</i></p>	<ul style="list-style-type: none"> • <i>Renewed instructions to staff to be issued regarding reporting to site management within ←</i> 	<p><i>3 months</i></p>
<p>Electric Shock? (ie work/maintenance on electrical systems, static shock, tampering, careless use of electricity, insufficient sockets)</p> <ul style="list-style-type: none"> • • 					
<p>Exposure to Hazardous Substances/ Environments? (ie use of chemicals/cleaning fluids, presence of dusts/fumes/noise/hot liquids and surfaces, thermal environment and exposure to infectious diseases/materials)</p> <ul style="list-style-type: none"> • <i>Noise</i> • <i>Dust</i> • <i>Fumes</i> • <i>Weather</i> 	<p><i>Staff</i></p>	<p><i>Some protective clothing provided</i></p>	<p><i>C-1) = 30 E-10) P-3) ∴ Low</i></p>	<ul style="list-style-type: none"> • <i>Monitor type and use of protective clothing every ←</i> 	<p><i>12 months</i></p>
<p>Fire or Explosion? (ie poor storage/waste management of fire systems, arson/terrorist activities, building works, smoking)</p> <ul style="list-style-type: none"> • • 					

Section 1(3): Risk Assessment and Control

<p>Injury from assaults? (ie working alone, special needs supervision)</p> <ul style="list-style-type: none"> Public Dogs 	<p>Staff</p>	<ul style="list-style-type: none"> Recording procedure implemented 	<p>C-1) = 9 E-3) P-3) ∴ Low</p>	<p>Monitor incidents to identify recurrent nuisance areas. Produce procedure specifying conditions for two person visits etc within ⇐</p>	<p>12 months</p>
<p>Other consequences or hazards not otherwise listed? (ie use this space for continuation if necessary)</p> <ul style="list-style-type: none"> Local systems and procedures not fully communicated to staff Lone working 	<p>Staff</p>	<ul style="list-style-type: none"> Some specific refresher training carried out 		<ul style="list-style-type: none"> Consider the provision of a local code of safe working for staff engaged in site visits to include: <ul style="list-style-type: none"> road traffic signing protective clothing to be worn local emergency procedures e.g fire emergency, first aid etc 	<p>12 months</p>
	<p>Staff</p>	<ul style="list-style-type: none"> Location of staff recorded in office diary 		<p>Issued and communicate this to staff within ⇐</p> <ul style="list-style-type: none"> Importance of whereabouts of staff for their own personal safety to be communicated to all staff within ⇐ Consider implementing a logging 'in/out system' especially for staff engaged in 'out of hours' work within ⇐ 	<p>3 months 6 months</p>
<p>Other risk assessments relevant to this document include:</p>					

**RISK ASSESSMENT
PRO-FORMA**

Risk assessment for: *Care Staff*

Department: *Adult Social Care & Health*

Location/site: *Residential Home for the Elderly*

Activity: *Care Staff Duties*

**Name of person
carrying out assessment:** *John Smith*

**Designation of person
carrying out assessment:** *Care Home Manager*

Date of risk assessment: *13 December 20??*

Section 1(3): Risk Assessment and Control

<p>Injury from use/contact with machinery? (ie use of wood/metalwork/printing/catering/laundry/lifting equipment, conflict with traffic and use of DSE)</p> <ul style="list-style-type: none"> All laundry machinery ie washing machines, spin dryers, irons, steam pressers etc Macerators 	<p>All staff</p>	<ul style="list-style-type: none"> See electrical equipment below 	<p>C-5) = 90 E-6) P-3) ∴ Low</p>	<ul style="list-style-type: none"> New care staff to receive 'on the job' training in the use of the equipment provided as part of their induction training within ⇐ Develop local code of safe working for specific machinery where necessary 	<p>1 month</p>
<p>Electric Shock? (ie work/maintenance on electrical systems, static shock, tampering, careless use of electricity, insufficient sockets)</p> <ul style="list-style-type: none"> Electrical equipment (including residents personal equipment) 	<p>Care staff Domestics Handyman Residents</p>	<ul style="list-style-type: none"> Standards set in H/S Manual 3(6) Annual test programme in place for portable electrical equipment including residents personal equipment 	<p>C-1) = 30 E-10) P-3) ∴ Low</p>	<ul style="list-style-type: none"> Equipment brought into the home by residents to be subject to visual inspection by handyman before use Develop a local code of safe working with electricity and include the point above 	<p>6 months</p>
<p>Exposure to Hazardous Substances/ Environments? (ie use of chemicals/cleaning fluids, presence of dusts/fumes/noise/hot liquids and surfaces, thermal environment and exposure to infectious diseases/materials)</p> <ul style="list-style-type: none"> Chemical cleaning agents Contact with body fluids/infections/clinical waste 	<p>Domestics Care staff Kitchen staff</p> <p>Care staff Domestics</p>	<ul style="list-style-type: none"> Standards set in H/S Manual 3(4) Departmental COSHH guidance for employees Protective clothing provided Infection control training courses 	<p>C-1) = 30 E-10) P-3) ∴ Low</p> <p>C-5) = 180 E-6) P-6) ∴ Med</p>	<ul style="list-style-type: none"> Actively communicate COSHH information to staff within ⇐ Check all substances used are covered by the assessments within ⇐ Develop a local code of safe working to include guidance on infection control within ⇐ Consider provision of 'Hep B' on client group 	<p>2 months</p> <p>4 months</p> <p>4 months</p>

Section 1(3): Risk Assessment and Control

<p>Fire or Explosion? (ie poor storage/waste management of fire systems, arson/terrorist activities, building works, smoking)</p> <ul style="list-style-type: none"> Residents smoking Frying, cooking etc 	<p>Residents All staff</p>	<ul style="list-style-type: none"> Automatic fire detection systems/evacuation procedure and drill Fire fighting equipment 	<p>C-1) = 30 E-10) P-3) ∴ Low</p>	<ul style="list-style-type: none"> Develop a local code of safe working to include a procedure for residents who smoke, formalising the current verbal procedure within ⇐ Monitor adherence to guidelines in Directorate 'Fire Log' 	<p>6 months</p>
<p>Injury from assaults? (ie working alone, special needs supervision)</p> <ul style="list-style-type: none"> Confused/aggressive residents 	<p>All staff Residents</p>	<ul style="list-style-type: none"> Violence guidelines issued to all staff Care staff receive training on handling violence 	<p>C-1) = 30 E-10) P-3) ∴ Low</p>	<ul style="list-style-type: none"> All staff to receive 'handling violence training' within ⇐ of starting employment 	<p>3 months</p>
<p>Other consequences or hazards not otherwise listed? (ie use this space for continuation if necessary)</p> <ul style="list-style-type: none"> Local systems and procedures not fully communicated to staff 	<p>All staff Residents</p>	<ul style="list-style-type: none"> Some specific refresher training carried out but groups of staff missed (night care staff) 		<ul style="list-style-type: none"> All staff to receive general health and safety training update every ⇐ Specific training courses to be provided for night care staff 	<p>2 years</p>
<p>Other risk assessments relevant to this document include:</p> <ul style="list-style-type: none"> Medicines policies Handicrafts/other extramural activities Specialist kitchen equipment use Chiropody/Hairdressing services Premises management: <ul style="list-style-type: none"> ~ Contracts/contractors ~ Local action 					

**RISK ASSESSMENT
PRO-FORMA**

Risk assessment for: *Road Safety Staff*

Department: *Environment, Culture & Communities*

Location/site: *Cycle Training Centre*

Activity: *Cycle Training*

**Name of person
carrying out assessment:** *John Smith*

**Designation of person
carrying out assessment:** *Road Safety Manager*

Date of risk assessment: *13 December 20??*

Section 1(3): Risk Assessment and Control

<p>WHAT ARE THE HAZARDS WHICH MAY BE CAUSED?</p>	<p>Who/what may be harmed? (Give specific groups of people eg staff, visitors, contractors, pupils, residents, cleaners, disabled etc and estimate numbers; include significant property damage)</p>	<p>What is done now? (ie provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations eg COSHH, DSE, noise, manual handling, fire etc)</p>	<p>How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)</p>	<p>What needs to be done? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled?)</p>	<p>By when? (What is the target date for completion?)</p>
<p>Slips/trips and falls? (ie wet/slippery/poorly maintained floors, poor storage, trailing cables, work at heights)</p> <ul style="list-style-type: none"> • <i>Unsuitable site location</i> • <i>Unsuitable bicycle</i> 	<p><i>Pupils Tutors Road Safety Staff</i></p>	<p><i>Locations selected carefully</i></p> <p><i>Bicycle condition checked at start of course</i></p>	<p><i>C-3) = 90 E-10) P-3) ∴ Low</i></p>	<ul style="list-style-type: none"> ▪ <i>Monitor suitability of training locations</i> 	
<p>Manual handling injuries? (ie handling stationery/equipment/other people, excessive stretching/reaching; handling inconvenient shapes/abrasiveness/sharpness)</p> <ul style="list-style-type: none"> • <i>Equipment</i> 	<p><i>Pupils Tutors Road Safety Staff</i></p>	<p><i>H/S Manual 3(12)</i></p>	<p><i>C-3) = 90 E-10) P-3) ∴ Low</i></p>	<ul style="list-style-type: none"> ▪ <i>Carry out manual handling assessment within →</i> • <i>Provide basic training in lifting/handling for all tutors before training starts</i> 	<p><i>6 months</i></p>
<p>Contact/Impact with objects, equipment and substances? (ie being struck by falling/flying particles/objects, trapping fingers, use of hand tools, substances causing burns/scalds)</p> <ul style="list-style-type: none"> • <i>Other vehicles on road</i> • <i>Falling from bicycle</i> • <i>Bicycle colliding with objects</i> • <i>Trapped fingers in bicycle</i> 	<p><i>Pupils Tutors Road Safety Staff</i></p>	<ul style="list-style-type: none"> ▪ <i>Pupils encouraged to wear cycle helmets</i> ▪ <i>Locations selected carefully</i> ▪ <i>Pupil/tutor ration allows for adequate supervision</i> 	<p><i>C-5) = 150 E-10) P-3) ∴ Med</i></p>	<ul style="list-style-type: none"> ▪ <i>Consider requiring pupils to wear cycle helmets</i> ▪ <i>Ensure tutors wear high visibility clothing</i> ▪ <i>Consider use of appropriate warning signs</i> ▪ <i>First-aid kit to be available at each session</i> 	<p>))) <i>All to</i>) <i>be</i>) <i>carried</i>) <i>out</i>) <i>prior</i>) <i>to next</i>) <i>cycle</i>) <i>meeting</i>)</p>

Section 1(3): Risk Assessment and Control

<p>Injury from use/contact with machinery? (ie use of wood/metalwork/printing/catering/laundry/lifting equipment, conflict with traffic and use of DSE)</p>					
<p>Electric Shock? (ie work/maintenance on electrical systems, static shock, tampering, careless use of electricity, insufficient sockets)</p>					
<p>Exposure to Hazardous Substances/ Environments? (ie use of chemicals/cleaning fluids, presence of dusts/fumes/noise/hot liquids and surfaces, thermal environment and exposure to infectious diseases/materials)</p> <ul style="list-style-type: none"> Weather (rain, sun, wind, etc) 	<p>Pupils Tutors Road Safety Staff</p>	<p>Sessions cancelled or abandoned due to poor weather conditions, eg: heavy rain, icy conditions, etc</p>	<p>C-1) = 5 E-10) P-0.5) ∴ Low</p>	<ul style="list-style-type: none"> Select locations which have provision to shelter from showers Provide parents' information letter to advise pupils to bring waterproof clothing and sun cream when appropriate 	

Section 1(3): Risk Assessment and Control

<p>Fire or Explosion? (ie poor storage/waste management of fire systems, arson/terrorist activities, building works, smoking)</p>					
<p>Injury from assaults? (ie working alone, special needs supervision)</p> <ul style="list-style-type: none"> • Missiles thrown by hooligans • Assault by public • Assault by public 	<p>Pupils Tutors Road Safety Staff</p>	<p>Locations chosen away from known problem areas</p>	<p>C-3) = 15 E-10) P-0.5) ∴ Low</p>	<ul style="list-style-type: none"> ▪ Consider provision of mobile telephone on site to summon assistance for any emergency service required within → 	<p>6 months</p>
<p>Other consequences or hazards not otherwise listed? (ie use this space for continuation if necessary)</p> <ul style="list-style-type: none"> • Sudden illness • Tutor absence • Insurance 	<p>Pupils Tutors Road Safety Staff</p>	<ul style="list-style-type: none"> ▪ Parents required to give contact telephone number for emergency use ▪ Parents advised to consider arranging personal accident cover for pupils 	<p>C-3) = 90 E-10) P-3) ∴ Low</p> <p>C-3) = 90 E-10) P-3) ∴ Low</p>	<ul style="list-style-type: none"> ▪ Ensure 'next of kin' details are available at each session ▪ Road safety staff to be present at each session to monitor/supervise training ▪ Consider provision of a local code of safe working ▪ For road safety and tutor staff to ensure they are fully aware of all safety procedures to be adopted whilst involved in cycle training within → 	<p>6 months</p>
<p>Other risk assessments relevant to this document include:</p>					