

Health and Safety Manager (Name)		Date	
Health and Safety Manager (Sign)			

The aim of this risk assessment is to consider how we can manage hazards at work and reduce the risk to the health and safety of those who could be affected, to as low a level as reasonably practical.

It is the responsibility of the Health and Safety Manager to use this generic risk assessment as the basis for recording the risk assessment.

Note that where “employees” are stated this includes employees and temporary workers/contractors.

How to carry out the Risk Assessment? A step-by-step approach:-

Step 1 – Identify the hazards

Hazards relating to the maintenance team risk assessment are listed together with identified generic control measures.

Step 2 – Decide who might be harmed and how

Identify who could be harmed by each hazard. Also consider how these people might be harmed as this may affect the control measures required.

Step 3 – Generic Controls

Where generic controls are in place, these should be confirmed by initialing and dating in the **Actioned** column.

Step 4 - Additional hazards

If additional hazards are identified then these should be added on the **Additional Hazards** sheet towards the end of the risk assessment, including the following:-

- The **People at Risk** column (who may be harmed and how)
- Any existing control measures in place in the **What Are You Already Doing? Generic/Other Controls** column
- Any further actions required in the **Further Actions Required/Identified** column

Step 5 – Action Plan

Once the risk assessment has been completed all outstanding actions should be transferred to the **Action Sheet**. Please include details of the following:-

- The further action identified
- The timescale for the action
- The person responsible for carrying out the action

The Health and Safety Manager should ensure that all actions are completed and that the **Actions Completed** column is initialled as confirmation. These actions should be monitored on a regular basis.

The findings of the risk assessment should be communicated to members of staff. Training and instruction should be provided as appropriate.

Step 6 – Review the risk assessment annually or sooner

The risk assessment should be reviewed annually, or sooner if circumstances change that make the original assessment no longer valid. This could be following an accident, as a result of an accident investigation, or following the implementation of a new procedure; or if there are other significant operational changes.

If small changes are made prior to a review, these can be annotated on the form by writing brief details of the change and the date.

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No.	Hazard	Who Might be Harmed and How	Risk (Low/Medium/High)	What Are You Already Doing? Generic Controls	Actioned Health and Safety Manager to initial and date each control in place	Further Actions Required	Residual Risk (Low/Medium/High)
1.	General	Staff may have accidents and ill-health as a result of work.	Medium	<ul style="list-style-type: none"> • Employees are consulted in health and safety matters and given a chance to input into health and safety arrangements. • Employees know how to report any unsafe situations. • Employees are aware that they need to report any occurrences which come under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 to the Health and Safety Manager. • Health surveillance is provided to staff where there is a risk of health issues as a result of their work. • Employees are provided with all necessary information, instruction and training. 			Low

No.	Hazard	Who Might be Harmed and How	Risk (Low/Medium/High)	What Are You Already Doing? Generic Controls	Actioned Health and Safety Manager to initial and date each control in place	Further Actions Required	Residual Risk (Low/Medium/High)
2.	Accidents	Staff may have accidents leading to illness and injuries.	High	<ul style="list-style-type: none"> • Where a safe system of work is not covered by this risk assessment (where the task is not a familiar, routine task), the job should always be discussed and agreed with the Health and Safety Manager before commencing work. • Staff should wear hi-viz jackets at dusk and when dark, when working outside. • Staff know who the first aiders are at the site where they are working. • A fully stocked first aid kit is available in all company and private vehicles. • Employees have received health and safety training. • Personal protective equipment is identified by the Manager and provided to employees. • Spillages are cleared up immediately. 			Low
3.	Asbestos	Staff, contractors and others may be exposed to asbestos fibres, risking serious lung disease, if fibres released (e.g. through maintenance work) into air and inhaled.	High	<ul style="list-style-type: none"> • The Health and Safety Manager obtains a copy of the asbestos register for client sites and decides if works can proceed. • Ensure that asbestos survey and register are freely available for contractors who may be carrying out any work at the depot. • Where there is asbestos and work can proceed, employees know to report any accidental damage immediately. • Employees have received Asbestos Awareness training. 			Low

No.	Hazard	Who Might be Harmed and How	Risk (Low/Medium/High)	What Are You Already Doing? Generic Controls	Actioned Health and Safety Manager to initial and date each control in place	Further Actions Required	Residual Risk (Low/Medium/High)
4.	Cleaning	Staff may suffer accidents or injuries as a result of cleaning activities.	High	<ul style="list-style-type: none"> • Employees are trained in safe manual handling techniques. • Employees are provided with relevant information, instruction and training including Clensa training. • Non-hazardous or less hazardous cleaning products are used wherever possible. • All hazardous products are identified and employees advised. • Safety data sheets are obtained from the manufacturer. Staff are familiar with the contents and a full set of safety data sheets are kept in each vehicle. • Employees are provided with personal protective equipment as required. • Vacuums are plugged into points closest to where they are working to reduce the risk of people tripping over the cable. • Good ergonomics are employed with regard to cleaning equipment e.g. mops and brushes. 			Low

No.	Hazard	Who Might be Harmed and How	Risk (Low/Medium/High)	What Are You Already Doing? Generic Controls	Actioned Health and Safety Manager to initial and date each control in place	Further Actions Required	Residual Risk (Low/Medium/High)
5.	Contractors	Staff and customers could suffer injury etc. due to contractors not working safely	High	<ul style="list-style-type: none"> • If assigned to oversee work of a contractor, member of staff is responsible for ensuring that the contractor’s method statement and risk assessment control measures are followed by contractor when working (where relevant). • Only approved contractors are used. • Contractors do not use our equipment, tools including ladders and stepladders without written permission. • Permit to Work must be issued by the Health and Safety Manager for high risk activities. 			Low
6.	Dermatitis (irritant or allergic dermatitis)	Staff may contract dermatitis through wet work or using products.	Medium	<ul style="list-style-type: none"> • Employees are trained in the causes of dermatitis. • Safety data sheets are made available to employees when working with products which could cause dermatitis. • Personal protective equipment is made available to employees when working with products which could cause dermatitis. • Employees are aware that they should wash and dry their hands thoroughly after using relevant products. • Employees are aware that they must moisturize their hands after ‘wet work’ (more than 20 hand washes or having wet hands for more than 2 hours per day). 			Low

No.	Hazard	Who Might be Harmed and How	Risk (Low/Medium/High)	What Are You Already Doing? Generic Controls	Actioned Health and Safety Manager to initial and date each control in place	Further Actions Required	Residual Risk (Low/Medium/High)
7.	Driving for work	Accidents leading to injuries or fatality	Medium	<ul style="list-style-type: none"> • Driving licenses of drivers who drive for work are checked by the Health and Safety Manager periodically to manage any risk as a result of prosecution points. • Drivers have a mobile phone in good working order, with a good signal, which is taken with them when at work. • Hand-held mobile phones are not used when driving. • Drivers are responsible for maintaining private cars including keeping windows and mirrors clean for good visibility, regular oil and windscreen washer checks and top-ups and general vehicle checks. • Drivers are responsible for ensuring that their car is roadworthy, has a current MOT and insurance. • Regular breaks are taken. We suggest 15 minutes every two hours of continual driving. • Extra caution is taken when driving in hazardous weather conditions; if in doubt employees should speak to the Health and Safety Manager before commencing a journey. • Road traffic accidents in the course of driving for the company are reported to the Health and Safety Manager as soon as possible. 			Low
8.	Display screen equipment use	Staff may suffer musculoskeletal disorders, temporary eye strain, fatigue and stress.	Medium	<ul style="list-style-type: none"> • Staff do not use laptops whilst working on site. Screen use is limited to taking photos on mobile phones. 			Low

No.	Hazard	Who Might be Harmed and How	Risk (Low/Medium/High)	What Are You Already Doing? Generic Controls	Actioned Health and Safety Manager to initial and date each control in place	Further Actions Required	Residual Risk (Low/Medium/High)
9.	Electricity	Staff may suffer shock and burns injuries from faulty electrical equipment or installation.	High	<ul style="list-style-type: none"> • Managing Director gives electrical safety toolbox talks and employees discuss electrical safety before each job begins to ensure that relevant machinery, circuits etc. are safely isolated and locked off throughout the job. • Staff know to inspect all electrical appliances pre-use and to report any equipment which gives rise to concern. • Electrical installation and all portable electrical equipment (including machinery at depot) is inspected to a planned schedule. Portable electrical equipment is tested in-house annually. 			Low
10.	Equipment and machinery - maintenance of	Staff may suffer serious injury from equipment which has not been adequately maintained.	High	<ul style="list-style-type: none"> • All dangerous parts of machinery guarded to manufacturers' standards. • Machinery guards inspected every month and maintained in good condition. • All new machinery checked before first use to ensure they have the CE standard mark, a 'Declaration of Conformity' and there are no obvious accessible dangerous moving parts, or siting of the machine does not cause additional hazards. • Machinery and equipment is serviced and maintained in accordance with the manufacturer's instructions and recommendations. 			Low

No.	Hazard	Who Might be Harmed and How	Risk (Low/Medium/High)	What Are You Already Doing? Generic Controls	Actioned Health and Safety Manager to initial and date each control in place	Further Actions Required	Residual Risk (Low/Medium/High)
11.	Equipment and machinery - safe use of	Staff may suffer serious injury by not using equipment safely.	High	<ul style="list-style-type: none"> • Employees using equipment and machinery are trained in its safe use. • Employees are provided with manufacturer's instructions on safe use. • In the case of vehicles, pedestrian and vehicles are separated as required. • Employees are provided with relevant protective equipment to wear or use. • Employees do not use equipment or machinery if under the influence of alcohol or drugs, are on any medication or have any illness or condition which may affect their ability to work safely. 			Low
12.	Fire safety		High	<ul style="list-style-type: none"> • Employees are aware of the fire evacuation procedure for the site they are working on. • Fire extinguishers are provided if undertaking work with high risk of fire involved. 			Low
13.	Hazardous items		High	<ul style="list-style-type: none"> • Employees are aware of how to deal with hazardous items e.g. broken glass, needles etc. • Kits are provided to ensure safe handling of hazardous items e.g. gloves, tweezers, card and tape for wrapping sharp items etc. 			Low

No.	Hazard	Who Might be Harmed and How	Risk (Low/Medium/High)	What Are You Already Doing? Generic Controls	Actioned Health and Safety Manager to initial and date each control in place	Further Actions Required	Residual Risk (Low/Medium/High)
14.	Hazardous substances	Staff can suffer chemical burns or develop dermatitis from contact with, or use of, cleaning chemicals.	High	<ul style="list-style-type: none"> • All products' safety data sheets checked to see what gloves, eye protection is necessary for use with the chemicals. • All chemicals are safely locked away. • Employees are trained in safe use of all substances. • Staff told about skin care when using products which may cause dermatitis. • Chemicals always kept in original labelled containers and any containers for decanted chemicals clearly marked. • COSHH assessments in place for all chemicals. • Safety data sheets are obtained from the manufacturer. Staff are familiar with the contents and a full set of safety data sheets are kept in each vehicle. • Precautions taken as necessary when carrying out processes e.g. creating wood dust 			Low
15.	Housekeeping	Staff may suffer injuries if they slip on spillages, or trip over objects, and fall.	Medium	<ul style="list-style-type: none"> • Good housekeeping is maintained (e.g. procedures for oil spillages in place and adhered to). • Floors generally in good condition. • Good lighting throughout. • Staff wear safety shoes with a good grip. • Fire escape routes and fire exits are always unobstructed and available for use. • Items on site to be stored carefully, so that they are not likely to fall and collapse on someone. 			Low

No.	Hazard	Who Might be Harmed and How	Risk (Low/Medium/High)	What Are You Already Doing? Generic Controls	Actioned Health and Safety Manager to initial and date each control in place	Further Actions Required	Residual Risk (Low/Medium/High)
16.	Lone working	Staff could become unwell or injured and not be able to summon help	Medium	<ul style="list-style-type: none"> • Staff have mobile phone with them at all times. • Staff know contact telephone numbers to use. • Staff do not work on live electrical systems, work at height, work in confined spaces or in empty properties. • The medical fitness of the employee has been assessed (to be discussed initially with the Health and Safety Manager). • The employee is aware of the fire evacuation procedure for the premises that they are working in. 			Low
17.	Manual handling	Staff may suffer back pain or pain elsewhere from handling heavy and/or bulky objects.	Medium	<ul style="list-style-type: none"> • All jobs involving manual handling are assessed by the member of staff before starting. • Members of staff are trained in safe manual handling techniques. • Manual handling aids e.g. sack barrow, wheelbarrow etc. are available. • Boxes and bags are not overfilled before lifting. • Two man jobs are not undertaken alone. 			Low

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18.	Noise	Staff may suffer discomfort and potential hearing damage if working in noisy areas or using noisy equipment (e.g. angle grinders).	Medium	<ul style="list-style-type: none"> • Member of staff is provided with relevant information, instruction and training. • Low noise equipment used where possible. • Member of staff has ear defenders and knows how to use them effectively. • The Health and Safety Manager ensures that ear defenders are maintained and stored properly. • Employees are trained in systems of work to reduce noise exposure. • Noise at work legal guidance is followed in the event of prolonged noise or work loud enough to exceed the legal limits. • Health surveillance is carried out where there is a need for it. 			Low
19.	Personal safety	Staff may experience assault, threat of assault etc. resulting in injury or shock	Medium	<ul style="list-style-type: none"> • Staff have mobile phone with them at all times. • Staff know contact telephone numbers to use. • Personal safety is discussed in toolbox talks. 			Low
20.	Stress	Stress may suffer psychological damage	Medium	<ul style="list-style-type: none"> • Members of staff know that there is an Open Door policy which means that they can approach the Managing Director or Health and Safety Manager about any concerns connected with their work. • Any concerns are dealt with appropriately to ensure that risk of suffering stress is reduced as far as possible. 			Low

No.	Hazard	Who Might be Harmed and How	Risk (Low/Medium/High)	What Are You Already Doing? Generic Controls	Actioned <small>Health and Safety Manager to initial and date each control in place</small>	Further Actions Required	Residual Risk (Low/Medium/High)
21.	Waste management	Risk of tripping, waste falling and causing accidents, arson.	Medium	<ul style="list-style-type: none"> • Waste is put into vehicles and brought back to the depot for disposal in skip. • Safe use of skips is discussed in toolbox talks. Skip collections are monitored so that if waste mounts up, additional collections are arranged. • Any signs of arson or attempted arson are guarded against and precautions put in place. 			Low
22.	Workplace environment	Staff may suffer fatigue, heat exhaustion, etc.	Medium	<ul style="list-style-type: none"> • Temperatures are comfortable for work and in the case of hot temperatures, fans are provided and the in the case of a cold environment, heating is provided. • Employees are encouraged to drink plenty of water on hot days. • Toilet and rest facilities are available whilst at work. • Client sites are assessed for safety. 			Low

No.	Hazard	Who Might be Harmed and How	Risk <small>(Low/Medium/High)</small>	What Are You Already Doing? Generic Controls	Actioned <small>Health and Safety Manager to initial and date each control in place</small>	Further Actions Required	Residual Risk <small>(Low/Medium/High)</small>
23.	Working at height	Staff may suffer severe, possibly fatal, injuries if they fall from any height	High	<ul style="list-style-type: none"> • Employees are trained to use the correct type of ladders and stepladders for each job and to use them safely. • Employees are trained in the use of all equipment required to work at height. • Employees are trained in how to work at height safely. • The Health and Safety Manager has assessed the environment in conjunction with the job to be carried out before work can commence. • All jobs involving work at height discussed between team members and any others involved and a safe system of work agreed before job begins. • Access equipment (e.g. ladders, step ladders) kept in workshop and inspected before use and stored safely after use. • Hired access equipment e.g. MEWPS, are used in accordance with the hirer's and manufacturer's instructions and recommendations. • Ladders and step ladders are inspected formally every six months. • The medical fitness of the employee has been assessed (to be discussed initially with the Health and Safety Manager). 			Low

Additional Hazards



No	Hazards	Who Might be Harmed and How	What Are You Already Doing? Generic Controls	Actioned <small>Manager to initial and date each control in place</small>	Further Actions Required

Action Sheet



Further Actions Required	Timescale (Date)	Responsible Person	Actions Completed (Please initial and date when complete)

Completion of Risk Assessment



Health and Safety Manager (name)		Health and Safety Manager (sign)		Date of signature	
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Planned Date of Risk Assessment Review

Health and Safety Manager (name)		Health and Safety Manager (sign)		Planned date of risk assessment review	
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A copy of this risk assessment is to be kept by the Health and Safety Manager.