|  |  |
| --- | --- |
|  | Potential consequence / severity of outcome |
| 1 | 2 | 3 | 4 | 5 |
| Likelihood of harm occurring / frequency of occurrence | Noneno injury or adverse effects | Minorfirst aid injury | Moderatelost time injury | Majorhospital treatment | Catastrophicdisabling injury or death |
| Could happen, but probably never will. | 1 - Rare | 1 | 2 | 3 | 4 | 5 |
| Not likely to occur in normal circumstances. | 2 - Unlikely | 2 | 4 | 6 | 8 | 10 |
| May occur at some time. | 3 - Possible | 3 | 6 | 9 | 12 | 15 |
| Expected to occur at some time. | 4 - Likely | 4 | 8 | 12 | 16 | 20 |
| Likely to occur on many occasions. | 5 – Almost certain | 5 | 10 | 15 | 20 | 25 |

|  |  |  |
| --- | --- | --- |
| Total | Level of risk | Timescale / action |
| 1 to 5 | Low | No additional physical control measures are required however monitoring is necessary to ensure controls are maintained. |
| 6 to 10 | Medium | 3-6 months - efforts should be made to reduce the risk to an acceptable level.  |
| 12 to 25 | High, or stop | Immediate - work should not be started until the risk has been reduced to an acceptable level. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce risk even with unlimited resources, work will have to be stopped. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Step 1**What are the hazards? | **Step 2**Who might be harmed and how? | **Raw risk rating** | **Step 3**What do you have in place? | **Step 4**Is anything further needed?Yes / No | **Step 5**Action and review | **Residual risk rating** |
| Spot hazards by:* Walking around your workplace.
* Asking those doing the task what they think.
* Checking manufacturers’ instructions.
* Considering health hazards.
 | Identify groups of people: * employees
* lone workers
* pupils
* service users
* temporary / agency staff
* contractors
* volunteers
* members of the public
* children (including work experience).
 | When there are no control measures are in place.State total score.  | List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: * guarding
* training
* procedures, safe systems of work
* personal protective equipment (PPE).
 | You need to make sure that you have reduced risks ‘so far as is reasonably practicable’. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, indicate ‘yes’ and list what needs to be undertaken in the action column. | Remember to prioritise hazards that are high-risk and have serious consequences first:* List the actions required and who needs to complete and by when.
* Check actions are correctly completed.
* Check controls remain in place.
* Review the risk assessment annually, or earlier if there is an incident or if the work activity changes.
 | Level of risk when all control measures are in place.State total score. |

**For guidance see:**

The Health and Safety Executive’s HSG51 – Storage of flammable liquids in containers.

Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations 1996

Control of Substances Hazardous to Health (COSHH) Regulations 2002

|  |
| --- |
| **Activity / operation/ event:**  |
| **Location of dangerous substances:** |
| **Establishment:** | **Assessment date:**  |
| **Assessor name / position:**  | **Review date:**  |
| **Step 1**Identify the hazards | **Step 2**Who might be harmed and how? | **Raw risk rating**state total score | **Step 3**What do you have in place? | **Step 4**Anything furtherneeded?**Yes / No** | **Step 5**Action and review |
| **Action required** | **Residual risk rating**state total score | **Responsible****person** | **Date completed** |
| Spillage, accidental or uncontrolled release of dangerous substance. |  |  |  |  |  |  |  |  |
| No first aid supplies in place e.g. eye wash station, burns and general first aid items. |  |  |  |  |  |  |  |  |
| No or insufficient training, information, instruction, or supervision provided to staff storing and/or handling of dangerous substances. |  |  |  |  |  |  |  |  |
| Release of vapour/gas/dust that could produce an explosive atmosphere. |  |  |  |  |  |  |  |  |
| Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) not adhered to. |  |  |  |  |  |  |  |  |
| COSHH risk assessments and safety data sheets not available or used. |  |  |  |  |  |  |  |  |
| The quantity of dangerous substances held/used has not been reduced to a minimum. |  |  |  |  |  |  |  |  |
| Measures are not in place to avoid or minimise releases. |  |  |  |  |  |  |  |  |
| No measures taken to control any releases at source. |  |  |  |  |  |  |  |  |
| No measures have been taken to prevent the formation of an explosive atmosphere. |  |  |  |  |  |  |  |  |
| No measures have been taken to collect, contain or remove any releases to a safe place e.g. by extraction. |  |  |  |  |  |  |  |  |
| No measures have been taken to avoid adverse conditions e.g. exceeding the temperature limit or other control settings.. |  |  |  |  |  |  |  |  |
| Incompatible substances are not kept apart. |  |  |  |  |  |  |  |  |
| Plant and machinery are not explosion resistant.  |  |  |  |  |  |  |  |  |
| No procedures in place to exclude or control all sources of ignition. |  |  |  |  |  |  |  |  |
| No measures are in place to control or minimise the spread of fire or explosion. |  |  |  |  |  |  |  |  |
| No PPE used or available. |  |  |  |  |  |  |  |  |
| The workplace and storage areas are not secure to prevent unauthorised access. |  |  |  |  |  |  |  |  |
| Risk of fire and/or explosion has not been minimised. |  |  |  |  |  |  |  |  |
| There are no safe systems of work or safe operating procedures in place or communicated to staff. |  |  |  |  |  |  |  |  |
| Emergency procedures are unknown for dealing with fire and evacuation. |  |  |  |  |  |  |  |  |
| A permit to work is not in place when required. |  |  |  |  |  |  |  |  |
| Smoking is allowed in the vicinity of dangerous substances. |  |  |  |  |  |  |  |  |
| Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations 1996 not adhered to. |  |  |  |  |  |  |  |  |
| Generation, handling, and storage of waste wood dusts in workshops.  |  |  |  |  |  |  |  |  |
| Generation, handling, use, and storage of flammable wastes and materials, e.g. fuel oils, solvents, paint, reagents. |  |  |  |  |  |  |  |  |
| Storage, use and handling of flammable gases e.g. acetylene for welding, Liquefied Petroleum Gas (LPG). |  |  |  |  |  |  |  |  |
| Storage areas are not bunded or do not have sufficient capacity to hold spillages or leaking substances. |  |  |  |  |  |  |  |  |
| Inappropriate transport of flammable substances around the workplace. |  |  |  |  |  |  |  |  |
| Inappropriate trolleys or equipment used to move gas cylinders. |  |  |  |  |  |  |  |  |
| Handling, storage, and use of inert, oxidising, corrosive or mixed gases under pressure. |  |  |  |  |  |  |  |  |
| Handling and storage of fuel for vehicles. |  |  |  |  |  |  |  |  |
| Hot work undertaken on equipment and containers that have contained flammable material. |  |  |  |  |  |  |  |  |
| Unknown class and quantity of dangerous substances. |  |  |  |  |  |  |  |  |