|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | Potential consequence / severity of outcome | | | | |
| 1 | 2 | 3 | 4 | 5 |
| Likelihood of harm occurring / frequency of occurrence | | None  no injury or adverse effects | Minor  first aid injury | Moderate  lost time injury | Major  hospital treatment | Catastrophic  disabling 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. |

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| --- | --- | --- | --- | --- | --- | --- |
| **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. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity / operation/ event:** | | | | | | | | | | |
| **Establishment:** | | | | | | **Assessment date:** | | | | |
| **Assessor name / position:** | | | | | | **Review date:** | | | | |
| **Step 1**  Identify the hazards | **Step 2**  Who might  be harmed and how? | **Raw risk rating** | **Step 3**  What do you have in place? | **Step 4**  Anything further  needed?  **Yes / No** | **Step 5**  Action and review | | | | |
| state total score | **Action required** | | **Residual risk rating**  state total score | **Responsible**  **person** | **Date completed** |
| Incorrect workstation set-up when homeworking. | Employees or agency staff – injury or harm caused by repetitive poor posture. |  |  |  |  | |  |  |  |
| Lack of minimum display screen equipment provided for home use:   * Laptop stand and/or monitor. * Separate mouse and keyboard. * Monitor screen. * Suitable chair. | Employees or agency staff – injury or harm caused by not working in an ergonomic working position which may cause poor posture and joints/muscle strains, aches, and pains. |  |  |  |  | |  |  |  |
| Stress. | Employees or agency staff - mental health affected e.g. caused by heavy workload, long hours, or dealing with sensitive or traumatic cases. |  |  |  |  | |  |  |  |
| Portable electrical equipment not tested. | Employees or agency staff – injury or harm caused by electric shock. |  |  |  |  | |  |  |  |
| Insufficient lighting | Employees or agency staff – eye strain, headaches or fatigue caused. |  |  |  |  | |  |  |  |
| Lack of ventilation | Employees or agency staff – fatigue and lack of concentration. |  |  |  |  | |  |  |  |
| Carrying heavy or awkward DSE equipment or paperwork e.g. to and from the home, storing items away. | Employees or agency staff – injury or harm caused by incorrect manual handling of items. |  |  |  |  | |  |  |  |
| Slip, trip, falls. | Employees or agency staff – injury or harm caused e.g. by falling over objects, not taking care on stairs. |  |  |  |  | |  |  |  |