|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | 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 |

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| --- | --- | --- |
| 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** |
| No consideration of trying to eliminate or minimise manual handling tasks or activities - storing heavy items up high, loads not split or mechanical aids not used e.g. sack barrow, flatbed trolley, wheelbarrow, wheeled carry case. | Employees, temporary or agency staff, contractors – injury or harm caused by manual handling tasks where the risk could have been reduced or eliminated. |  |  |  |  | |  |  |  |
| Moving and handling mechanical aids not available, used incorrectly or unsuitable for the task e.g. faulty and not working correctly or difficult to use/move. | Employees, temporary or agency staff, contractors – injury or harm caused by lack of, or incorrect use of mechanical aids or faulty/incorrect equipment provided for the task. |  |  |  |  | |  |  |  |
| Operatives not trained in the use of mechanical aids. | Employees, temporary or agency staff, contractors – injury or harm caused by lack of training in the use of mechanical aids. |  |  |  |  | |  |  |  |
| Mechanical aids not stored correctly. | Employees, temporary or agency staff, contractors – injury or harm caused by lifting due to incorrect storage, or slip, trip, falling over equipment. |  |  |  |  | |  |  |  |
| Training by a competent person has not been completed before manual handling tasks are undertaken. | Employees, temporary or agency staff, contractors – injury or harm caused by lack of knowledge of moving and handling techniques. |  |  |  |  | |  |  |  |
| Training or instruction not understood i.e. staff in minority groups who may require an alternative format or more specific training to suit their individual needs. | Employees, temporary or agency staff, contractors – injury or harm caused by lack of knowledge of moving and handling techniques. |  |  |  |  | |  |  |  |
| Incorrect techniques used when lifting or carrying inanimate objects or items. | Employees, temporary or agency staff, contractors – injury or harm caused by lack of knowledge of moving and handling techniques. |  |  |  |  | |  |  |  |
| Accidents, incidents or near misses not recorded or investigated. | Employees, temporary or agency staff, contractors – injury or harm caused by reoccurrence of the accident, incident or near miss due to not recording or investigating the incident and implementing any further control measures to reduce the risk of occurrence. |  |  |  |  | |  |  |  |
| The demands of the task exceed the individual’s knowledge and/or capabilities. | Employees, temporary or agency staff, contractors – injury or harm caused by tasks exceeding the individual’s knowledge or capability. |  |  |  |  | |  |  |  |
| Vulnerable persons not considered e.g. new and expectant mothers, young persons, ill health, or those with a disability. | Employees, temporary or agency staff, contractors – injury or harm caused by being allowed to undertake tasks when not safe to do so. |  |  |  |  | |  |  |  |
| No guidance or safe working practices provided. | Employees, temporary or agency staff, contractors – injury or harm caused by unsafe working practices. |  |  |  |  | |  |  |  |
| Environment or space restricts movement. | Employees, temporary or agency staff, contractors – injury or harm caused by manual handling tasks being undertaken in confined spaces or unsafe environment. |  |  |  |  | |  |  |  |
| Instruction and training for safe working practices not followed. | Employees, temporary or agency staff, contractors – injury or harm caused by poor behaviour. |  |  |  |  | |  |  |  |
| Personal protective equipment (PPE) not used/worn. | Employees, temporary or agency staff, contractors –not being protected by clothing or equipment may cause injury or harm e.g. cuts, burns, skin irritation through handling machinery or work equipment, contact with hazardous substances, chemicals, excessive noise. |  |  |  |  | |  |  |  |