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| --- | --- | --- | --- | --- | --- | --- |
|  | | 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** |
| Face to face training by a competent person has not been completed before any tasks or activities are undertaken. | Employees, 3rd parties including temporary or agency staff, client/service users, students – 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, 3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by lack of knowledge of moving and handling techniques. |  |  |  |  | |  |  |  |
| Instruction and training for safe working practices not followed. | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by poor behaviour. |  |  |  |  | |  |  |  |
| No supervision of tasks being undertaken. | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by possibly undertaking tasks unsafely as unsupervised. |  |  |  |  | |  |  |  |
| Incorrect posture when moving or handling persons. | Employees, temporary or agency staff – injury or harm caused by lack of knowledge of moving and handling techniques. |  |  |  |  | |  |  |  |
| Unpredictable movement of the person. | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury of harm e.g. caused by sudden awkward movement, dropping, catching an individual. |  |  |  |  | |  |  |  |
| Frequent or prolonged periods of effort e.g. stooping, bending, twisting when helping an individual or pushing/pulling a wheelchair. | Employees, 3rd parties including temporary or agency staff = injury or harm caused by repetitive and prolonged tasks, and awkward movement, often in confined spaces. |  |  |  |  | |  |  |  |
| Accidents, incidents or near misses not recorded or investigated. | Employees, 3rd parties including temporary or agency staff, client/service users, students – 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 if necessary to reduce the risk of occurrence. |  |  |  |  | |  |  |  |
| The demands of the task exceed the individual’s knowledge and/or capabilities. | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by tasks exceeding the individual’s knowledge or capability. |  |  |  |  | |  |  |  |
| The wearing of jewellery not limited when moving and handling persons e.g. in healthcare residential settings. | Employees, 3rd parties including temporary or agency staff, client/service users, students – harm through risk of contamination (rings, bracelets, necklaces, and dangling earrings can harbour bacteria or other pathogens). |  |  |  |  | |  |  |  |
| Vulnerable persons not considered e.g. expectant mothers, young persons, those with ill health or have a disability and are expected to move of handle persons. | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by being allowed to undertake tasks when not safe to do so. |  |  |  |  | |  |  |  |
| Assistive devices are not used if they are considered to reduce the risk e.g. hoists, wheelchairs. | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by not reducing the risk by using assistive devices. |  |  |  |  | |  |  |  |
| Assessments not undertaken to consider the needs of the individual e.g. care home residents may need assistive devices and/or equipment and require more than one member of staff to move and handle the individual. | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by using incorrect equipment and insufficient staff. |  |  |  |  | |  |  |  |
| Operatives not trained in the use of the assistive device(s). | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by lack of training in the use of assistive devices e.g. hoists, evacuation chairs. |  |  |  |  | |  |  |  |
| Assistive devices not stored correctly. | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by lifting due to incorrect storage, or slip, trip, falling over equipment. |  |  |  |  | |  |  |  |
| Moving and handling assistive devices not available or not suitable for the task. | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by lack of assistive devices or incorrect equipment provided for the task. |  |  |  |  | |  |  |  |
| Assistive devices not used correctly. | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by incorrect use of assistive devices for the task e.g. hoists. |  |  |  |  | |  |  |  |
| Assistive devices not cleaned, serviced, or maintained in line with LOLER and PUWER requirements, or faulty equipment is used. | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury or harm e.g. caused by assistive devices not working correctly, difficult to use/move, or risk of cross infection as equipment not cleaned after use. |  |  |  |  | |  |  |  |
| No guidance or safe working practices provided. | Employees,3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by unsafe working practices. |  |  |  |  | |  |  |  |
| Environment or space restricts movement. | Employees, 3rd parties including temporary or agency staff, client/service users, students – injury or harm caused by activities and tasks being undertaken in confined spaces or an unsafe environment. |  |  |  |  | |  |  |  |