

Dr Walker's C of E Primary School




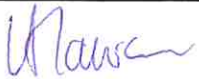
An Exceptional Place to Flourish

Though your beginning was small,
your future will flourish indeed.
Job 8:7

STATUTORY POLICY

Risk Assessment and Guidance Policy

Ratified by Governors	18.07.23
Review Cycle	Annually

Chair of Governors: Mrs K Bush	
Headteacher: Dr L Lawson	

Health & Safety

Risk Assessment Policy and Guidance



Version control			
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The aim of this Policy and Guidance

The Council has an absolute duty to ensure the health and safety of all employees and others who could be affected by the work we undertake.

As part of that duty we must control the risks faced by employees and others, consider what might cause harm and whether we are taking reasonable steps to prevent that harm.

This Policy & guidance aims to help managers and others to comply with Regulation 3 of the Management of Health and Safety at Work Regulation 1999 by ensuring hazards are identified, risks are assessed, and suitable and sufficient control measures are in place.

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Part 1 – Quick reference guide for employees

In a hurry? Here is what you need to know.

Your line managers must ensure that risk assessments are undertaken – it's a legal requirement.

You must be consulted as part of the process of risk assessment.

Your line manager must make the risk assessment available for you to access.

The risk assessment must be reviewed by the line manager. Normally it will be reviewed

- Annually
- When something changes or
- Something leads you to believe it may not be suitable and sufficient (such as an accident happening).

The risk assessment must be 'suitable and sufficient',

Your line manager should take a 'reasonably practicable' approach, which means it should balance risk against cost. If the risk is intolerable it must be reduced regardless of the cost or the activity should not be undertaken. In addition, there is no need to take action if it would be grossly disproportionate to the level of risk..

The risk assessment must be 'suitable and sufficient', which means it should show that:

- a proper check was made
- all those who might be affected were consulted
- It includes control measure for the obvious significant hazards. This should take into account the number of people who could be involve the precautions are reasonable, and the remaining risk is low
- you and your representatives were involved in the process

The risk assessment should state what controls are already in place and what more needs to be done to reduce the risk to an acceptable level.

There is a standard template for recording risk assessments included in this policy.

There are some generic examples of risk assessments included in this policy.

Some risk, such as asbestos, fire and legionella require specialist advice. Your line manager should seek their advice to ensure they are completed by a competent person.

Your specific responsibilities are detailed [below](#).

Part 2 – Quick reference guide for manager

In a hurry? Here is what you need to know.

A risk assessment is not about creating huge amounts of paperwork. Rather, it is about identifying sensible measures to control the risks in your workplace.

It is a legal requirement to undertake risk assessments and a line managers responsibility to complete them. **Failure to undertake one can have significant consequences.**

You must be competent to complete a risk assessment (**Free training is available**).

There are 5 steps to complete a risk assessment:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks
- Record the significant findings
- Review the risk assessment and update as necessary

The law requires you to do everything ‘reasonably practicable’ to protect people from harm.

Reasonably practicable means balancing risk against cost. If the risk is intolerable you must reduce it regardless of the cost or not undertake the activity. In addition, you do not need to take action if it would be grossly disproportionate to the level of risk

The risk assessment must be ‘suitable and sufficient’, which means it should show that:

- a proper check was made
- you asked who might be affected
- you dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- the precautions are reasonable, and the remaining risk is low
- you involved your employees or their representatives in the process

The evaluation of risk means considering what controls are already in place and what more needs to be done to reduce the risk to an acceptable level.

The risk assessment must be reviewed. Normally it will be reviewed

- Annually
- When something changes or
- Something leads you to believe it may not be suitable and sufficient (such as an accident happening).

You must undertake the risk assessment in consultation with your employees and share it with them.

There is a standard template for recording risk assessments included in this policy.

There are some generic examples to help you complete your risk assessment included in this policy.

Some legislation specifies that a risk assessment is required. This may require specialist advice such as Asbestos, Fire and Legionella. There is specific guidance on these included in this policy.

Your specific responsibilities are detailed [below](#).

Part 3 – Risk assessment policy & detailed information

3.1 Policy

The Council has a responsibility to protect all employees, contractors and visitors from injury or harm. The responsibility is bound in law, is moral correct and economically sound. A risk assessment is an important step in protecting workers and the business process, as well as complying with the law. It helps management focus on the health and safety risks that really matter in the workplace – the ones with the potential to cause real harm.

In many instances, straightforward measures can readily control risks. For example ensuring spillages are cleaned up promptly so people do not slip. Keeping fire exits clear, or cupboard drawers closed to ensure people do not trip. For most, that means simple, cheap and effective measures to ensure the organisations most valuable asset - the workforce - is protected.

The law does not expect employers to eliminate all risk, but they are expected to protect people as far as is 'reasonably practicable'. A suitable and sufficient risk assessment should include:

- Routine and non-routine activities
- Activities of all personnel having access to the workplace (including contractors and visitors)
- Facilities, machinery and equipment, whether provided by ECC or others.

In addition, the risk assessor needs to be able to show that:

- A proper check was made
- They asked who might be affected
- They dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- The precautions are reasonable, and the remaining risk is low; and
- Employees or their representatives were involved in the process.

Risk assessors must establish the specific risks to women of childbearing age who could become pregnant. They also must assess any risks to new and expectant mothers. These risks can be from any process, working conditions, or physical, biological or chemical agents. There are more details about this type of risk assessment in our 'New & expectant mothers policy/guidance' The HSE also have [guidance](#).

Risk assessors will need to review their risk assessment for young people. They need to take into account the specific factors for young people before they start. This applies if employing a young person for the first time or one with particular needs. Specific factors to be considered include:

- Their lack of experience or maturity and
- Their lack of awareness of existing or potential risks

There are more details about this type of risk assessment in our 'Young Persons policy/guidance'. The HSE also have [guidance](#).

3.2 Definitions

A Hazard is anything that may cause harm. These can be hazards to physical health such as

- Chemicals
- Electricity
- Working from ladders
- An open drawer or
- Mental health.

A risk is the chance (likelihood), that somebody could be harmed by hazards, together with an indication of how serious the harm could be i.e. the severity.

A risk assessment is a careful examination of activities, tasks, or situations in the workplace. Specifically, those activities that could cause harm to people, property or the environment. You then need to analyse and consider whether you have taken enough precautions or should do more to prevent injury or harm.

A risk assessor is someone who has sufficient skill, experience and knowledge of the workplace and activities to be assessed. They must understand their limitations. For most activities, this will be the line manager, but they can be undertaken by others. This includes a team leader, a health and safety coordinator/ champion or an employee. The assessor should be able to identify hazards and unsafe conditions. They should also recommend the suitable control measures and corrective action as necessary.

Severity is the degree of harm which may result

Likelihood is the chance the harm might occur based on frequency of doing the activity and previous experience

A control measure is a precaution put in place to control risk

Reasonably Practicable means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

3.3 Detailed guidance

3.3.1 The five steps to risk assessment

3.3.2 Step 1


One of the most important aspects of your risk assessment is identifying potential hazards in your workplace. Walk around the workplace and consider the activities, processes or substances used. Consider which of them could injure your employees or others or harm their health. Not sure how to do that?

Here are some tips:

- Check manufacturers' instructions or data sheets for chemicals and equipment. They can be very helpful in explaining the hazards and putting them in their true perspective.
- Look back at your accident and ill-health records – these often help to identify the less obvious hazards.
- Take account of non-routine operations. For example, maintenance, cleaning operations or changes in production cycles.
- Remember to think about long-term hazards to health (e.g. high levels of noise or exposure to harmful substances).
- Visit the HSE website (www.hse.gov.uk) – HSE publishes practical guidance on hazards and how to control them.

There are some hazards with a recognised risk of harm. For example, working at height, working with chemicals, machinery, and asbestos.

The risk assessment form has two boxes for the activity, as shown.

 <p>Essex County Council</p>		RISK ASSESSMENT FORM				Form Number: HSF003 Version: 1.0 Date: Jan 2014 Procedure: HSP 5.0		
Location/Site:		Date of Assessment:		Assessor(s):		Reference:		
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed	
Visiting service user	Violence / aggression							

3.3.3 Step 2

Then think **how employees** (or others who may be present, such as contractors or visitors) **might be harmed**. Ask your team what they think the hazards are, as they may notice things that are not obvious to you and may have some good ideas on how to control the risks.

For each hazard you need to be clear about who might be harmed so you can identify the best way of controlling the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (e.g. people working in the storeroom or passers-by). Remember:


Some workers may have specific requirements such as:

- new and young workers,
- migrant workers,
- new or expectant mothers,
- people with disabilities,
- temporary workers,
- contractors,
- homeworkers and
- lone workers (www.hse.gov.uk/toolbox/workers).

Think about people who might not be in the workplace all the time, such as visitors, contractors and maintenance workers.

Take members of the public into account if they could be harmed by your work activities.

If you share a workplace with another business, consider how your work affects others and how their work affects you and your workers. Talk to each other and make sure controls are in place. Ask your workers if there is anyone you may have missed. Now complete the next box in the risk assessment form.

 Essex County Council		RISK ASSESSMENT FORM				Form Number: HSF003 Version: 1.0 Date: Jan 2014 Procedure: HSP 5.0	
Location/Site:		Date of Assessment:		Assessor(s):		Reference:	
Activity/Task/Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?		What further action is necessary?		Action by whom
Visiting service user	Violence / aggression	Employee/ service user Physical injury					Action by when
							Completed

3.3.4 Step 3

Having identified the hazards, you then must decide how likely it is that harm will occur, i.e. **evaluate the level of risk** and what to do about it. Risk is a part of everyday life and you are not expected to eliminate all risks. What you must do is make sure you know about the main risks and the things you need to do to manage them responsibly.

Evaluating the Risk involves judging the **likelihood** of harm from the hazard and the **severity** of harm that may be involved.

Generally, you need to do everything ‘reasonably practicable’ to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk.

Your risk assessment should only include what you could reasonably be expected to know. **You are not expected to anticipate unforeseeable risks.**

Look at what you’re already doing and the control measures you already have in place. Ask yourself:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

Some practical steps you could take include:

- trying a less risky option
- preventing access to the hazards
- organising your work to reduce exposure to the hazard
- issuing personal protective equipment
- providing welfare facilities such as first aid and washing facilities
- involving and consulting with workers.

Improving health and safety need not cost a lot. For instance, placing a mirror on a blind corner to help prevent vehicle accidents is a low-cost precaution, considering the risks. Failure to take simple precautions can cost you a lot more if an accident does happen.

Risks should be reduced to the lowest reasonably practicable level. This should be done by taking preventative measures, in order of priority. This is what is meant by a **hierarchy of control**.

It provides some details towards the approach to be taken by assessors. That is when considering suitable controls for inclusion.

Assessors should consider the headings in the order shown and not simply jump to the easiest control measure to implement.

- **Elimination** - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
- **Substitution** - Replace the material or process with a less hazardous one.

- **Engineering controls** - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
- **Administrative Controls** - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments.
- **Personal Protective Equipment (PPE)** - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

Involve your workers, so you can be sure that what you propose to do will work in practice and won't introduce any new hazards (www.hse.gov.uk/involvement).

If you control a number of similar workplaces containing similar activities, you can produce a model risk assessment reflecting the common hazards and risks associated with these activities.

You may also come across model assessments developed by trade associations, employers' bodies or other organisations concerned with a particular activity. You may decide to apply these model assessments at each workplace, but you can only do so if you:

- satisfy yourself that the model assessment is appropriate to your type of work;
- adapt the model to the detail of your own work situations, including any extension necessary to cover hazards and risks not referred to in the model.

Take a look at the selection of example risk assessments on [Corporate H&S website](#). They show you what a completed risk assessment might look like for your type of workplace. You can use these as a guide when doing your own.

In the risk assessment form record what controls you already have in place. It is likely that you have several control measures in place.

RISK ASSESSMENT FORM



Essex County Council

Form Number: HSF003
Version: 1.0
Date: Jan 2014
Procedure: HSP 5.0

Location/Site:	Date of Assessment:	Assessor(s):	Reference:				
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
Visiting service user	Violence / aggression	Employee/ service user Physical Injury	a. Arrange the meeting in a Council office. b. Arrange the meeting in a public place. c. Call the service user beforehand to confirm the time and to establish 'ground rule' d. Carry a fully charged mobile with a lone working device/ SOS set-up e. Inform 'buddy' of expected arrival and departure times f. Agree escalation process if overdue g. Consult colleagues/ systems for previous history of violence and aggression	a. Attend behaviour and personal safety course b. Two employees to visit this service user c. Insist on a meeting in a Council office d. Insist on a meeting in a public place			

Then consider what else could 'reasonably practicably' be done to make your employees even safer.

RISK ASSESSMENT FORM



Essex County Council

Form Number: HSF003
Version: 1.0
Date: Jan 2014
Procedure: HSP 5.0

Location/Site:	Date of Assessment:	Assessor(s):	Reference:				
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
Visiting service user	Violence / aggression	Employee/ service user Physical Injury	h. Arrange the meeting in a Council office. i. Arrange the meeting in a public place. j. Call the service user beforehand to confirm the time and to establish 'ground rule'	a. Attend behaviour and personal safety course b. Two employees to visit this service user c. Insist on a meeting in a Council office d. Insist on a meeting in a public place			

				<p>k. Carry a fully charged mobile with a lone working device/ SOS set-up</p> <p>l. Inform 'buddy' of expected arrival and departure times</p> <p>m. Agree escalation process if overdue</p> <p>n. Consult colleagues/ systems for previous history of violence and aggression</p>			
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3.3.5 Step 4

The law requires employers with 5 or more employees to **record significant findings** of their risk assessments. Putting the results of your risk assessment into practice will make a difference when looking after people and your business processes.

When writing down results, keep it simple, for example 'tripping over rubbish: bins provided, employees instructed, weekly housekeeping checks', or 'Fume from welding: local exhaust ventilation used and regularly checked'.

If you find that there are quite a lot of improvements that you could make, big and small, don't try to do everything at once. Make a plan of action to deal with the most important things first. Health and safety inspectors acknowledge the efforts of organisations that are clearly trying to make improvements

A good plan of action often includes a mixture of different things such as:

- a few cheap or easy improvements that can be done quickly, perhaps as a temporary solution until more reliable controls are in place;
- long-term solutions to those risks most likely to cause accidents or ill health
- long-term solutions to those risks with the worst potential consequences
- arrangements for training employees on the main risks that remain and how they are to be controlled
- regular checks to make sure that the control measures stay in place; and
- clear responsibilities – who will lead on what action, and by when.

A copy of the completed risk assessment should then be made available for all employees to familiarise themselves and adhere to. A copy should be kept on file on site for audit purposes.

RISK ASSESSMENT FORM

Essex County Council

 Form Number: HSF003
 Version: 1.0
 Date: Jan 2014
 Procedure: HSP 5.0

Location/Site:		Date of Assessment:		Assessor(s):		Reference:	
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
Visiting service user	Violence / aggression	Employee/ service user Physical Injury	o. Arrange the meeting in a Council office. p. Arrange the meeting in a public place. q. Call the service user beforehand to confirm the time and to establish 'ground rule' r. Carry a fully charged mobile with a lone working device/ SOS set-up s. Inform 'buddy' of expected arrival and departure times t. Agree escalation process if overdue u. Consult colleagues/ systems for previous history of violence and aggression	e. Attend behaviour and personal safety course f. Two employees to visit this service user g. Insist on a meeting in a Council office h. Insist on a meeting in a public place	Line manager Supervisor	End of Aug On-going	End of Jul On-going

3.3.6 Step 5

At some stage you will bring in new equipment, substances and procedures that could lead to new hazards. It makes sense to **review** what you are doing on an ongoing basis.

During the year, if there is a significant change, don't wait: check your risk assessment and where necessary, amend it. If possible, it is best to think about the risk assessment when you're planning your change – that way you leave yourself more flexibility.

Similarly risk assessments should be revisited if any of the following conditions apply:

- An accident or incident (near miss)
- A complaint
- A change of system, equipment or material
- Change in legislation
- New or updated information from manufacturer or supplier

- New guidance or alerts from the HSE or trade associations Make sure your risk assessment stays up to date. The Council also requires risk assessments and their progress to be discussed at the 6 monthly health & safety committee meetings to ensure they are still relevant and control measures are still effective.

If you need to find out more about conducting a risk assessment the My Learning website has on-line [risk assessment training](#) and [hazard and risk](#) information.

3.3.7 Types of risk assessment

The HSE do not require an employer to follow any particular format for a risk assessment, but it does have examples that can be followed as a result there are a variety of risk assessments forms in place to accommodate the legislation. For instance, the Manual Handling regulations recommend you consider 4 aspects of manual handling activities: the task, the individual, the load and the environment. Consequently, the risk assessment for manual handling specifically covers these areas and follows HSE examples. Similarly, the Control of Substances Hazardous to Health (COSHH) risk assessment has similar information to the hazard data sheet, gives a risk rating (Low, medium or high) and considers health effects.

The forms and templates section below shows a selection of the most common types of risk assessment currently in use in ECC.

3.3.8 Dynamic Risk Assessments

Occasionally the risk assessment provided by managers may not cover all hazards that the worker may face, in which case the worker (provided they are competent) should conduct a dynamic risk assessment (HSF 064). Additionally, a dynamic risk assessment would be conducted if you are undertaking a new task at short notice and a specific risk assessment has not been provided.

The dynamic risk assessment form simply requires you to state the task you are doing, the hazard(s) you have encountered and what precautions (controls) you have implemented to control the risk. If possible, it should be attached to the original risk assessment for the task.

3.4 Responsibilities

3.4.1 Chief Executive Officer (CEO)

The CEO is ultimately responsible for:

Ensuring the effective implementation of this policy

Allocating sufficient resources to ensure that suitable and sufficient risks assessments are undertaken

3.4.2 Executive Directors and Directors

They have overall responsibility within their Functions or areas of control to ensure that:

Suitable and sufficient risk assessment arrangements are in place for the activities undertaken by their staff

Sufficient resource is dedicated to the assessment of risks

Staff in their areas of control are aware of the requirements of this policy

3.4.3 Heads of service, line managers and Head Teachers (Community V/C schools)

They must ensure that:

Their employees are aware of the requirements of this policy and guidance

Suitable and sufficient risk assessments are in place for the activities undertaken by their staff

Staff are consulted throughout the risk assessment process

Risk assessments are reviewed following an incident and risk control measures updated if required

The outcome of the risk assessment review is communicated to staff

3.4.4 Health & Safety Champions

Ensure that information, instruction and training is provided to those line managers/ H&S co-ordinators and staff who need to undertake risk assessments

Risk assessments are completed for the activities undertaken within their function

Staff are consulted throughout the risk assessment process

Risk assessments are reviewed following an incident and risk control measures updated if required

The outcome of the risk assessment review is communicated to staff

Issues identified in risk assessments that cannot be addressed are escalated via the line management system

3.4.5 Health and Safety Co-ordinators

Undertake risk assessments for their functions as directed by the H&S Champions

Liaise with the Corporate Health & Safety Team for support and guidance on risk assessment issues

Highlight hazards and risks in their workplace

Undergo appropriate risk assessment training to enable them to carry out their role

3.4.6 Employees

Are responsible for ensuring that they work safely and do not endanger themselves or others.

Must follow the procedures and control measures included in any risk assessments that apply to them


Should not undertake any work activities they do not feel competent or trained to do

Consult with line managers about how they do their job, the hazards and risks as they see them


Not knowingly work unsafely and should report all unsafe working practices to their line manager.

Part 4 – Templates/ Risk Assessments

4.1 Blank Risk Assessment

Location/Site:		Date of Assessment:		Assessor(s):		Reference:		
 Essex County Council						Form Number: HSF003 Version: 1.0 Date: Jan 2014 Procedure: HSP 5.0		
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed	

4.2 Provision & Use of Work Equipment (PUWER) Risk Assessment

		PROVISION AND USE OF WORK EQUIPMENT (PUWER) ASSESSMENT		Form Number: HSF027 Version:2.0 Issue Date: Nov 13 Procedure HSP 9.08
Equipment Details				
Location		Service		
No of staff involved		Activity		Frequency
Task Description				
Regulation 4 - Suitability of Work Equipment				
			Y N	COMMENTS
A	Is the equipment specifically designed for the process/ task for which it is used?			
B	Is the equipment suitable by design for the process/ task for which it is used?			
C	Is the equipment suitable for the working area? (i.e. environmental conditions, exhaust emissions, ventilation)			
D	Is the equipment ergonomically suitable for the operator and environment?			
Regulations 5 and 6 - Maintenance and Inspection				
			Y N	COMMENTS
A	Are service frequencies suitable for the equipment and working environment? (frequency of use/ environment/ safety risks)			
B	Is equipment part of planned maintenance system (preventive) and or inspection programme?			
C	Are safety critical parts monitored as part of regular inspection?			
D	Is a breakdown service/ defect service available?			
E	Are maintenance logs and inspection records kept and are these up to date?			
F	Is the manufacturer's recommendations and maintenance manual available?			
G	Are maintenance programmes and inspections carried out by competent persons?			



Regulations 7, 8 and 9 - Specific risks, Information, Instruction and Training

	Y	N	COMMENTS
A			
B			
C			
D			

Regulation 10 - CE markings

	Y	N	COMMENTS
A			
B			

Regulation 11 - Dangerous parts of machinery

	Y	N	COMMENTS
A			
B			
C			
D			
E			
F			
G			



Regulation 12 - Protection Against Specified Hazards				
Have appropriate measures been taken to prevent or adequately control exposure from:				
		Y	N	COMMENTS
A	Ejected/ falling objects or substances?			
B	Rupture or disintegration of equipment?			
C	Catching fire or overheating?			
D	Unintended or premature discharges or explosions?			
E	Release of pressurised gases / substances?			
Regulation 13 - High or Very Low Temperatures				
		Y	N	COMMENTS
A	Are hot/ cold parts of equipment suitably guarded against burns/ scalds?			
B	Are hot/ cold associated (produced/ used/ stored) substances/ articles protected against burns/scalds?			
Regulations 14-18 Controls and Control Systems				
		Y	N	COMMENTS
A	Do start controls only operate the equipment when control systems conditions are met?			
B	If the equipment is stopped for whatever reason, is restart only possible from start button?			
C	Are changes in operating conditions only possible by means of control where there could be an increased risk to safety?			
D	Does the stop control bring the equipment to a safe condition in a safe manner?			
E	Has a clearly defined emergency stop control been provided where other safeguards in place are not adequate to prevent risk when an irregular event occurs?			
F	Is the emergency stop control provided separate from any start/stop controls?			
G	Are all controls clearly visible, identifiable and accessible?			
H	Are controls positioned such that the operation of which does not increase the risks to the operator or other persons?			
I	Where start up of equipment may pose a risk to others, is a suitable warning provided? (e.g. audible alarm)			
J	Are control systems suitable and appropriate to the level of risk? (e.g. interlocking devices, speed limiters)			



Regulation 19 - Isolation from Sources of Energy

	Y	N	COMMENTS
A Has equipment been provided, where appropriate, with identifiable and readily accessible means of isolation?			
B Can re-energisation/ reconnection occur without risk to any person's health and safety?			

Regulation 20 – Stability

	Y	N	COMMENTS
A Has the equipment been stabilised/ secured or restrained where necessary to prevent hazards?			

Regulation 21 – Lighting

	Y	N	COMMENTS
A Has suitable and sufficient lighting been provided to prevent hazards from poor visibility?			

Regulation 22 - Maintenance Operations

	Y	N	COMMENTS
A Can maintenance operations be carried out without increased exposure to risks?			
B If it is not possible to shut down the equipment, have additional measures (e.g. limiting power / speed or range of movement) been provided to ensure personal safety?			

Regulations 23 and 24 - Markings and Warnings

	Y	N	COMMENTS
A Has the equipment been suitably marked for the purposes of Health and Safety with clear visible markings (CE marking, manufacturer, serial number etc.)?			
B Does the equipment display appropriate warnings (e.g. hot surface, keep clear, do not touch, risk of crushing)?			
C Has equipment been incorporated with appropriate warning devices (e.g. reversing alarms, display screen information)?			
D Are all warnings and markings unambiguous, easily perceived and legible (and where necessary conform to legislation)?			

CCC

Regulations 25 to 30 - Mobile Work Equipment				
		Y	N	COMMENTS
A	Is equipment used for work whilst it is travelling or is equipment moved between locations to carry out work? <i>If no, go to end</i>			
B	Has measures been taken to prevent risks to operators and other workers whilst equipment is travelling?			
C	Have safety devices been provided/ fitted to prevent people falling from equipment during unexpected movement whilst in motion or stopping? (e.g. seat belt)			
D	Is the equipment adequately guarded to prevent risks from the environment? (e.g. falling objects, low roofs, surfaces)			
E	If work is required to be performed whilst in motion can the speed be suitably adjusted?			
F	Have measures been taken to prevent equipment from rolling over/ over turning? (e.g. counterbalance weights, increased track width, roll-over protective cages)			
G	If equipment is self-propelled, have measures been taken to prevent it being started by an unauthorised person?			
H	Where equipment is driven, is the driver's field of vision suitable for the working environment?			
I	Has equipment been fitted with lights or lighting provided if work is required in the dark?			
J	Is equipment used for work whilst it is travelling or is equipment moved between locations to carry out work? <i>If no, go to end</i>			

Risk Identification- what other risks are apparent?



Risk Control - what action is required to control the identified risks

Ref	Action	Date


Assessor Name _____

Assessor Signature _____

Date of Assessment _____

Date of Review _____

4.3 Young Person's Risk Assessment

 <p>Essex County Council</p>		<h2 style="margin: 0;">YOUNG PERSONS RISK ASSESSMENT</h2>				<p>Form Number: HSF028 Version: 2.0 Date: Feb 2014 Procedure: HSP 9.12</p>	
Section 1: PERSONAL DETAILS							
Name of Young Person	Job/Activity	Y	N	NA	Job Title		
Age	Placement Start				Placement Finish		
Supervisor	Job Title				Date		
Section 2: ASSESSMENT							
Work/Processes					Describe control measures put in place		
Physical Capacity							
Does the work involve repetitive or forceful movements?							
Does the work involve awkward postures?							
Does the young person have the physical capacity to undertake the tasks?							
Has a VDU assessment been completed?							
Does the young person require manual handling training?							
Psychological Capacity							
Does the young person use machinery or work equipment (other than basic office equipment)?							
Are specialist skills or experience required for the job?							
Will the young person be continuously supervised?							
Chemical, Biological and Physical Agents							
Will the young person be exposed to any biological or chemical agents?							

Does the work involve use of any known allergens?				
If Yes, have CoSHH assessments been completed for all hazardous substances and have these been discussed with the young person?				
Is the work in grounds or gardening?				
Does the young person work with animals?				
Does the young person work with ionising radiation?				
Does the work involve exposure to excessive noise?				
Does the work involve use of flammable materials?				
Is the young person working in a laboratory or workshop environment?				
If Yes to any of the above, is there a written system of work?				
General Health and Safety Matters				
Have written risk assessments been completed for the activities/tasks?				
Has the young person been given clear information, instruction and training regarding the risks and general safety arrangements?				
Has the young person been adequately briefed on emergency procedures in his/her area?				
Has suitable protective clothing or equipment been provided to the young person with instructions for use?				
Has someone been nominated to take responsibility for supervising the young person?				Please identify:

Section 3: ACTION PLAN

Is further action required? (if Yes then please state)

Section 4: INFORMATION TO PARENT OR GUARDIAN

What arrangements have been made to inform the parent or guardian ?

Section 5: SIGN OFF

Person Completing this form

Signature

Date

4.4 Lone Worker Risk Assessment and safe system of work

Team/ Area (who this assessment is for): **Staff exposed to the risk (i.e. group and number):**

This document must be fully completed in order for this to be considered a complete assessment. Use the assessment in Part A to develop a Safe Systems of Work for staff who work alone, the Lone Working Guidance (HSG020) will be helpful to complete the Safe Systems of Work. The **Safe Systems of Work** can be found in **Part B** of this document.

Assessment completed by: **Date Assessment completed:** **Safe Systems of Work completed:**

Y/N

Review (Review at least annually unless change necessitates a review)

Assessment Reviewed by:	Assessment Reviewed Date:	Safe Systems of work reviewed:	Y/N
Assessment Reviewed by:	Assessment Reviewed Date:	Safe Systems of work reviewed:	Y/N
Assessment Reviewed by:	Assessment Reviewed Date:	Safe Systems of work reviewed:	Y/N
Assessment Reviewed by:	Assessment Reviewed Date:	Safe Systems of work reviewed:	Y/N

relevant risk assessments.

- This assessment applies to employees, contractors and volunteers undertaking work on behalf of Essex County Council. You must communicate the findings of this assessment and provide Safe Systems of Work to relevant persons.
- This process must be documented.

- Managers must familiarise themselves with the Lone Worker Policy 9.05 to ensure they are familiar with requirements for persons who work alone. This assessment must compliment other

PLEASE READ: LONE WORKING RISK ASSESSMENT AND SAFE SYSTEM OF WORK PROCESS

Please read the following steps to help complete this form:

1. In Part A: Lone Worker Risk Assessment. Read the risks identified in the table to see if they apply to your team/ area.
2. Indicate in the 'Applies?' box if you have lone workers exposed to the risk described.
3. Use this grid to help you rate and score the risk to the lone worker. Take account of the risk factors listed.

Severity Likelihood	Slightly harmful (e.g. Superficial injury or temporary discomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability, traumatic stress)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Highly unlikely	VERY LOW (VL)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)
Key:	<ul style="list-style-type: none"> • Very Low (VL) - no further action is necessary. • Low (L) - only minimal action – e.g. whereabouts monitoring using diary, should be necessary. • Medium (M) or High (H) – ensure that adequate controls are in place. • Very high (VH) – lone working unlikely to be appropriate. 		

4. For significant risks (those rated medium or high), enter what you are doing to mitigate the risks.
5. Include what further action is required going forward and ensure each action going forward has been signed off.
6. Develop a safe system of work in Part B.
7. Sign off that you have completed both the assessment and safe system of working.
8. Keep records of communication of the results from the lone working assessment and safe systems of work.
9. Review at least annually or earlier if change necessitates an earlier review.

PART A: Lone Worker Risk Assessment

The following tables are tools to help in the process of identifying risks whilst working alone. This assessment also provides an area where you can enter existing controls and what further controls can be adopted going forward. There will be other risks inherent with the task that would affect persons, whether they are alone or not. These should already be in task risk assessments.

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating
Accident or breaking down whilst travelling, isolating driver/ rider	<ul style="list-style-type: none"> Condition of vehicle and driving/ riding competence Note: Managers will need to make necessary checks of vehicle and licence documentation Use of mobile phone whilst driving will increase risk Note: this is not permitted, see Driving Policy) Fatigue will affect risk of accident Those driving/ riding "off road" may be harder to locate or further from help There may also be problems with mobile phone signals in some areas that would affect the ability to raise the alarm Being diverted through an area that driver/ rider is not familiar with <p>Note: Health and Safety Guidance (HSG020) provides assistance with creating safe systems of work.</p>	<p>Anyone who drives/ rides on Council business</p> <p>Drivers/ Riders of vehicles "off road"</p>	<p>Y/N</p> <p>Y/N</p>	

Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)

What further action is necessary? (What can you do to improve on what you do already)	Action by Whom	Action by Date	Completed
			Y/N
			Y/N

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating
<p>Persons travelling by foot, public transport, taxi or bike in terms of accidents, ill-health or violent acts</p>	<ul style="list-style-type: none"> • Travelling or waiting in remote areas • Being targeted for: <ul style="list-style-type: none"> ○ Possessing valuables ○ Being a representative of ECC • Badly maintained bicycle • Taxi that is not officially licensed • Wearing inappropriate clothing or footwear that restricts movement and ability to escape • Travelling through areas that are not familiar • Travelling when dark • Using social media and providing current location or destination <p>Note: <i>Health and Safety Guidance (HSG020) provides assistance with creating safe systems of work.</i></p>	Persons travelling by foot	Y/N	
		Persons travelling by bicycle	Y/N	
		Persons travelling by Taxi	Y/N	
		Persons Travelling via Public Transport	Y/N	
Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)				
What further action is necessary? (What can you do to improve on what you do already)				
			Action by Date	Completed
				Y/N
				Y/N

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating
Manual handling accident whilst loading / unloading vehicle (loads or people)	<ul style="list-style-type: none"> Carrying out manual handling of objects alone without assistance Carrying out manual handling of persons with a physical impairment alone without assistance Inability to call out for help in case of injury or entrapment Carrying loads in publicly accessible areas that could be targeted for theft <p>Risk: Manual handling risk assessment will need to be carried out, taking account of the environment/ likely environment where loading/unloading will take place and the likelihood of assistance being available.</p>	<p>Delivery drivers</p> <p>Persons transporting materials and equipment regularly or on an occasional basis (e.g. for an event), or people with physical impairments on Council Business</p>	<p>Y/N</p> <p>Y/N</p>	

Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)

What further action is necessary? (What can you do to improve on what you do already)	Action by Whom	Action by Date	Completed
			Y/N
			Y/N

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating									
<p>Incident whilst visiting unfamiliar premises/places – Unable to obtain help/ receive medical attention quickly</p> <p>Incident happening on Essex County Council Premises – Unable to obtain help/ receive medical attention quickly</p>	<ul style="list-style-type: none"> • Being on the premises alone or in an isolated part of the premises. • Lack of knowledge of onsite hazards and control measures • Lack of knowledge of escape routes in event of fire • Visits to hazardous sites (e.g. building sites, refuse tips) carry the greatest risk • Lack of knowledge of first aid arrangements • Lack of ability to communicate or raise an alarm due to ill health, accident or entrapment • Insufficient lighting • Being in a meeting room alone without the ability to raise an alarm if attacked or threatened <p>Note: Generally, when visiting premises, an assessment would need to be carried out prior to entering a high risk location. Information about the site should be available to you in advance and you must be appropriately inducted into the site, including emergency procedures</p>	<p>Persons working on behalf of the Council visiting unfamiliar premises</p>											
<p>Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)</p>													
<p>What further action is necessary? (What can you do to improve on what you do already)</p> <table border="1" data-bbox="917 288 1396 2148"> <thead> <tr> <th data-bbox="917 1736 1236 1825">Action by Whom</th> <th data-bbox="917 1400 1236 1736">Action by Date</th> <th data-bbox="917 288 1236 1400">Completed</th> </tr> </thead> <tbody> <tr> <td data-bbox="1236 1736 1332 1825"></td> <td data-bbox="1236 1400 1332 1736"></td> <td data-bbox="1236 288 1332 1400">Y/N</td> </tr> <tr> <td data-bbox="1332 1736 1396 1825"></td> <td data-bbox="1332 1400 1396 1736"></td> <td data-bbox="1332 288 1396 1400">Y/N</td> </tr> </tbody> </table>					Action by Whom	Action by Date	Completed			Y/N			Y/N
Action by Whom	Action by Date	Completed											
		Y/N											
		Y/N											

LONE WORKER RISK ASSESSMENT AND SAFE SYSTEMS OF WORK

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating
Accident whilst carrying out high risk activities whilst alone, contributing to an injury or ability to raise alarm	Risk would depend on the activity. Higher risk activities would include: <ul style="list-style-type: none"> • Falling from height • Injury sustained whilst using machinery/ equipment • Working in a confined space • Working with electricals • Manual handling of loads and people • Use of substances that cause ill health, burns etc. <p>Note: Best practice must be followed by taking reference from existing policies and guidance to determine whether it is appropriate for activities to be carried out alone. Health and Safety Guidance (HSG020) provides assistance with creating safe systems of work.</p>	Persons working alone (including working with service users) Persons working in remote parts of premises (e.g. plant rooms, demountable) Persons working in premises after everyone have gone home Persons who need to access roof Persons responsible for premises maintenance/ improvement	Y/N Y/N Y/N Y/N Y/N	Y/N Y/N Y/N Y/N Y/N

Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)

What further action is necessary? (What can you do to improve on what you do already)	Action by Whom	Action by Date	Completed
			Y/N
			Y/N

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating
<p>Working in isolation without the ability to raise an alarm</p>	<ul style="list-style-type: none"> Person working at a time which will affect the availability of help Where normal fire/emergency warning systems or escape routes may not be available when working alone in premises at night Where the remoteness of the area working in may affect the ability to locate someone or time taken to get help Where problems with mobile phone signals in some areas may affect the ability to raise the alarm <p>Note: Health and Safety Guidance (HSG020) provides assistance with creating safe systems of work.</p>	<p>Persons working alone in remote locations (i.e. country parks)</p> <p>Persons working from mobile base (i.e. mobile library/ youth Services)</p> <p>Persons visiting building sites or outdoor locations</p> <p>Enforcement officers</p>	<p>Y/N</p> <p>Y/N</p> <p>Y/N</p> <p>Y/N</p>	
<p>Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)</p>				
<p>What further action is necessary? (What can you do to improve on what you do already)</p>				
			Action by Date	Completed
				Y/N
				Y/N

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating
Risk of violence from members of the public when travelling or working	<ul style="list-style-type: none"> Where persons on council business are working or travelling in the community – local area profile will affect risk (i.e. crime rate, vandalism, drug/alcohol abuse etc.). Where persons are travelling through or working in dark/poorly lit areas Where public gain unauthorised entry to workplace – trespassers/intruders at night Where experiencing road rage from another driver/ rider Persons targeted who are carrying valuables Persons could be targeted because of disability, age, race, sexuality, gender or religion Persons could be targeted because they work for ECC <p>Note: Health and Safety Guidance (HSG020) provides assistance with creating safe systems of work.</p>	Persons working alone in areas where the public are	Y/N	
		Persons working with or visiting service users in public or on service users property	Y/N	
		Enforcement officers	Y/N	
		Key holders responding to alarms or locking up	Y/N	
		Drivers/ riders	Y/N	
		Persons travelling by foot, bike, taxi or by public transport	Y/N	
Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)				
What further action is necessary? (What can you do to improve on what you do already)				
		Action by Whom	Action by Date	Completed
				Y/N
				Y/N

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating
Visiting service users in their home	<ul style="list-style-type: none"> Where the home visited has dangerous pets Where there are safety hazards in the home that could cause injury to individual Where the service user or family members set deliberate traps to entrap or injure person Where there are health hazards in the home Where someone becomes violent during the visit Lack of ability to raise an alarm Lack of response to an alarm being made <p>Note: Health and Safety Guidance (HSG020) provides assistance with creating safe systems of work.</p>	Persons that are on Council business who are visiting service users in their home	Y/N	
Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)				
What further action is necessary? (What can you do to improve on what you do already)				
			Action by Whom	Action by Date
				Completed
				Y/N
				Y/N

LONE WORKER RISK ASSESSMENT AND SAFE SYSTEMS OF WORK

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating
Visiting or working with service users in public spaces Driving service users in vehicle Health condition or impairment of service user	<ul style="list-style-type: none"> Where the service user or family members set deliberate traps to entrap or injure person Lack of ability to raise an alarm Lack of response to an alarm being made Person that is liable to attack or injury due to medical condition or otherwise Causing an accident in-car as a result of service user intervention <p><i>Note: Health and Safety Guidance (HSG020) provides assistance with creating safe systems of work.</i></p>	Persons that are on Council business who are visiting service users in their home	Y/N	
		Persons driving service users	Y/N	
		Service User	Y/N	

Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)

What further action is necessary? (What can you do to improve on what you do already)	Action by Whom	Action by Date	Completed
			Y/N
			Y/N

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating
Risk of violence from service users or relative/ friend of service user	<ul style="list-style-type: none"> Risk will depend on knowledge of service user (and their family) and the context of the contact, or previous contacts with persons working on behalf of the Council Where there are several service users, their interaction may also be important Where contact is away from the normal workplace, risk would be greatest Being approached on the street by service user or relative/ friend <p>Note: Services should be looking if the persons visited have previous history of verbal or physical abuse. This includes the use of violent markers. There must be sufficient information and training on basic personal safety to staff.</p>	Enforcement officers Persons driving service users in own car Persons supervising service users alone Persons who are visiting service user in own home Persons who are interviewing or meeting service user alone in a Council building	Y/N Y/N Y/N Y/N Y/N	
Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)				
What further action is necessary? (What can you do to improve on what you do already)				
			Action by Whom	Action by Date
				Completed
				Y/N
				Y/N

LONE WORKER RISK ASSESSMENT AND SAFE SYSTEMS OF WORK

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating
Health, Safety and Welfare of individuals working alone	<ul style="list-style-type: none"> Persons that have a health condition that increases the risk to that individual, be it permanent or temporary Persons that have a physical or mental impairment that increases the risk to that individual <p>Note: Take account of additional risks created by the person's health condition or impairment. For some health conditions it may be necessary to seek occupational health advice before allowing lone working.</p> <ul style="list-style-type: none"> Persons that are new or expectant mothers who are at additional risk Note: Refer to separate risk assessment guidance for new and expectant workers. Persons experiencing trauma from experiences whilst working alone <p>Note: Persons must be able to debrief with their line manager where needed and be referred to occupational health if required. Any incident must be logged as an incident on the Council's online reporting system.</p>	Employee working alone with health condition or impairment	Y/N	
		Employee with a temporary medical condition	Y/N	
		Persons who are new or expectant mothers	Y/N	
<p>Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)</p>				
<p>What further action is necessary? (What can you do to improve on what you do already)</p>				
				Y/N
				Y/N
				Y/N

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating
<p>Persons working alone who are at additional risk due to lack of experience or familiarity with safe working practices and procedures</p>	<ul style="list-style-type: none"> Awareness of actual risk or maturity/experience with working alone and dealing with difficult people Lack of knowledge of building layout, emergency procedures and on site hazards Lack of awareness of the dangers of working alone Contractors/ Volunteers who have their own lone working arrangements that are insufficient <p>Note: Ensure that persons are adequately inducted into the role. Training should be provided if relevant. If deemed competent due to experience, supervision of that person to check their competence should be carried out until satisfied that they do have the necessary skills to carry out the role alone. Lone working will rarely be appropriate for young workers (HSP9.12). Carry out an assessment of young workers to ensure the additional risks are covered. The risk must be very low and would need additional supervision until the person is deemed competent to work alone.</p>	Work experience/ young person (under 18)	Y/N	
		New employees	Y/N	
		Temporary / agency employees	Y/N	
		Volunteers	Y/N	
		Contractors	Y/N	
<p>Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)</p>				
<p>What further action is necessary? (What can you do to improve on what you do already)</p>				
				Y/N
				Y/N

LONE WORKER RISK ASSESSMENT AND SAFE SYSTEMS OF WORK

Hazard	Risk Factors	Who at risk	Applies?	Risk Rating
Allegation of abuse against person undertaking work on behalf of the Council Abuse of service user	<ul style="list-style-type: none"> Allegation of abuse of someone who is carrying out work on behalf of Essex County Council Nature of activity taking place may affect risk rating Miss-information or lack of information prior to visit <p>Note: Ensure you have safe systems of work to cover service users who could be susceptible to making accusations.</p>	Anyone working alone with children or vulnerable service users Children and vulnerable service users being supervised by a lone worker	Y/N Y/N	
<p>In the below boxes put any lone working hazards/ risks that hasn't been covered in the tables above (Also include who will be at risk and provide a risk rating).</p>				
<p>Detail what are you already doing? (Detail what you do currently to mitigate risks listed above)</p>				
<p>What further action is necessary? (What can you do to improve on what you do already)</p>				
		Action by Whom	Action by Date	Completed
				Y/N
				Y/N

PART B: Lone Working Safe Systems of Work

Take information from your assessment in Part A and apply them here.

1. INTRODUCTION (Description of the activities and workplaces covered)

2. REFERENCES (List relevant risk assessments, policies and guidance documents that have been referred to).

3. RESPONSIBILITIES (Give details of the people responsible for ensuring the system is implemented, observed and those required to work in accordance with the provisions of the system).

4. TRAINING (Insert details of the method of training on this system, and any additional, associated training required).

5. DETAILED INSTRUCTIONS (Use Health and Safety Guidance (HSG620) to populate, each of the below subject titles are in the guidance. These are precautions to be followed. They include the safe working instructions, the safeguards to be used, the lone working devices required, and the procedures to be followed in the event of an emergency).

Preparation for working alone/ visiting client

Medical Conditions

Route to be taken

What to bring

Journey by Vehicle

Travelling by Foot or/ and use of public transport

Use of Taxis

Cycling

During lone working activity

Working at an ECC Premises

Post Visit

6. RECORDS (Make reference to the whereabouts of training records relating to this system of work).


 Essex County Council	MANUAL HANDLING ASSESSMENT FORM	Form Number: HSF020 Version: 2.0 Date: Nov 2013 Procedure: HSP 9.04
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Details of the assessment:	
Date of assessment:	Assessor(s):
Function:	Service Area:
Persons involved:	Location:
Description of task/activity:	Diagrams (work layout etc.)

Detailed Assessment:					
Questions to consider:	If yes, tick appropriate level of risk				Problems occurring from the task and possible remedial action
	Yes	Low	Med	High	
The tasks – do they involve:					
Holding loads away from the trunk?					
Stooping?					
Reaching upwards?					
Large vertical movements?					
Long carrying distances?					
Strenuous pushing or pulling?					
Unpredictable movement of loads?					
Repetitive handling?					
Insufficient rest or recovery?					
The loads are they:					
Heavy?					
Bulky / unwieldy?					
Difficult to grasp?					
Unstable / unpredictable?					
Intrinsically harmful (sharp, hot etc.)?					
The working environment are there:					
Constraints on posture?					
Poor Floors?					
Variations in floor levels?					
Hot / cold / humid conditions?					
Strong air movements?					
Poor lighting conditions?					


Individual capability does the job:					
Require unusual capability?					
Hazard those with a health problem / pregnant?					
Call for special information and or training?					
Any Other factors?:					
Overall assessment of risk:					
Low		Medium		High	
Remedial work required (in order of priority)					
			By whom?	By when?	Completed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Assessors declaration:					
Assessors signature and date:			Responsible Line Manager:		
Re-assessment date:			Line Managers signature and date:		

4.6 COSHH Risk Assessment form

		COSHH Risk Assessment		Form Number: HSF019 Version: 3.1 Date: August 2015 Procedure: HSP 9.02
Function/ School		Service area/ Section		
Where is process being carried out				
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>	Process description	How long/ how often	Quantity of substance used	
Identify the persons at risk (delete those not applicable)	Employees (including trainees)	Contractors	Public (including students)	
Name the substance(s) involved in the process/activity. <i>(Section 1 of the current safety data sheet(s) for the substance(s) should be available, retained locally and used to support this assessment)</i>				
Classification (delete those not applicable)	i.e. state the category of danger	<i>Refer to CLP classification and labelling table above for pictograms</i>	Gas under pressure	
Toxic/ Very Toxic	Corrosive	Health Hazard	Caution	
Unstable/ explosive	Highly/ Extremely Flammable	Oxidising	Dangerous to the environment	
What is the signal word? (delete the one not applicable)	(Danger indicates a higher level of risk)	Warning	Danger	
Hazard type (delete those not applicable)	Gas	Vapour	Mist	
Fume	Dust	Liquid	Solid	
Other – please state				
Route of exposure	Inhalation	Skin	Eyes	
Ingestion	Other – please state			
Workplace exposure limits (WELs) (Section 8 of Hazard Data Sheet)	Delete where not applicable	Long Term Exposure Level	Short Term Exposure Level	

 Essex County Council	COSHH Risk Assessment		Form Number: HSF019 Version: 3.1 Date: August 2015 Procedure: HSP 9.02
State the risks to health from identified hazards – Including hazard statements (Section 8 of Hazard Data Sheet)			
Control measures (Including Precautionary Statements- add more rows if necessary)	Consider extraction, ventilation, training, supervision – refer to HSG003 for further guidance	Include special measures for vulnerable groups, such as disabled people and pregnant workers	Take account of any hazards/agents that are likely to occur through contractors/ sub-contractor activities or processes.
Is health surveillance or exposure monitoring required (Refer to HSP 11.2)?	Delete the one not applicable	Yes	No
Personal protective equipment (state type and standard)	Dust mask	Visor	Respirator
Goggles	Gloves	Overalls	Footwear
Other			
First aid measures (Section 4 of the Safety Data Sheet)			
Emergency procedures / spill procedures (Sections 5 & 6 of the Safety Data Sheet)			
Storage requirements (Section 7 of the Safety Data Sheet)			
Disposal of substances and contaminated containers (Section 13 of the Safety Data Sheet)	Hazardous waste	Skip	Return to supplier or other method
Risk Rating after applying control measures (delete those not applicable)	Low	Medium	High
Risk Controlled? Delete those not applicable	Yes	Partly	No
Assessed by (Name of assessor)		Date	

Review date		Date communicated to employees.	
Action plan based on risk controlled (delete those not applicable)	Exposure controlled Monitor and review as necessary	Exposure partially controlled Improve controls such as PPE, LEV, monitoring	Exposure not adequately controlled Stop the activity immediately until further controls are in place. Record further controls required in an action plan
Actions required			
Responsible person			
Date completed			
Status (Red, Amber, Green)			
Add more rows as necessary			

		PREGNANT WORKERS RISK ASSESSMENT FORM		Form Number: HSF024 Version: 2.0 Date: Feb 2014 Procedure HSP 9.10		
Section 1: PERSONAL DETAILS						
Name of expectant/ nursing mother		Position				
Location		Email				
Employee Number		Tel No				
Assessed by		Date				
Section 2: YOUR HEALTH						
Please tick the box which describes your current stage of pregnancy						
1 - 14 weeks		6 months after birth				
14 - 32 weeks		Breast feeding				
32 - 40 weeks						
Have you had any advice given to you by your GP, midwife or medical professional? Please give details						
Section 3: MAIN TASKS AND HAZARDS						
What are the main task elements of your job?						
1.						
2.						
3.						
4.						
5.						
Are there any hazards which you think could give rise to problems for you, your unborn child or baby?				Risk Level:		
				High	Med	Low
1.						
2.						
3.						
4.						
Section 4: JOB/WORKSTATION DETAILS Please read the following questions and tick the Yes or No box as they relate to your job/workstation/work environment						
Job Factors					Y	N
Do you feel you are in control of your job - e.g. the workload and work pressures are						

reasonable, do you have the support of your manager and colleagues?		
Are you able to avoid long periods of standing or sitting?		
Do you work nights? (If Yes, let your manager know if you feel this may be adversely affecting you.)		
Does your job expose you to any form of violence or aggression at work?		
Do you have to work alone or travel for your work?		
Manual Handling	Y	N
Is there any lifting or handling in your job? (If Yes, discuss with your manager how any risks can be reduced - you must be comfortable with the task)		
Visual Display Unit (VDUs)	Y	N
Do you use VDUs? (If Yes, please review your VDU Assessment).		
Work Equipment	Y	N
Do you use any work equipment (other than basic office equipment) in your job?		
Please list:		
Does using this equipment: (If Yes, to any of these, discuss with your manager how to improve or change the way you use this equipment).	Y	N
Require you to stand or sit awkwardly?		
Restrain or restrict you?		
Make it difficult to reach?		
Require you to repeat movements or actions?		
Expose you to vibration or shocks to the abdomen?		
Hazardous Substances (If Yes, review the CoSHH assessment with your manager paying particular attention to Toxic and R markings which can affect unborn children and breast-fed babies)	Y	N
Do you handle or have any contact with any substances or chemicals?		
Do you work in an areas where there is exposure to or contact with animals?		
Do you work in an area where this is a risk of exposure to childhood or blood bourne diseases?		
Safety Wear	Y	N
Do you use personal protective equipment (If Yes, review your PPE)		
Is this equipment still suitable and sufficient (If No, replace)		
Work environment	Y	N
Do you have access to drinking water, rest facilities and toilets? (If No, discuss with your manager how to obtain access to facilities.)		

Are you in contact with X-rays? (If Yes discuss your removal from your workplace immediately)		
Are you in contact with Radioactive substances or processes? (If Yes discuss your removal from your workplace immediately)		

Section 5: DISCUSSION POINTS/ACTIONS AGREED

Having completed your assessment, list the points for discussion with your manager. During discussion agree an action plan to ensure you can do your job safely.

Discussion Point(s)	Action(s) Agreed	By when


Employee's Signature:		Line Manager:	
Assessor's Signature:		Line Manager's Signature:	

Please keep a copy of your assessment and ensure the actions are completed. A copy will also be placed in your personnel file and with your Line Manager so they are aware of your condition.

Section 5: ASSESSMENT REVIEW

This assessment must be repeated in 3 months time but if you encounter problems, please discuss them straight away with your Line Manager.

Initial Assessment Date:	Next Review Date:
2 nd Assessment Date:	Next Review Date:
3 rd Assessment Date:	Next Review Date:

		DSE WORKSTATION ASSESSMENT FORM		Form Number: HSF017 Version: 4.2 Issue Date: October 2018 Procedure HSP 9.01	
This document replaces the VDU Workstation Assessment Form (note: VDU is equal to DSE).					
PART 1 – ABOUT THE DSE USER					
Section 1: ABOUT THE DSE USER					
Name of DSE User				Date	
Name or DSE Assessor or Line Manager					
Position of Workstation (Room / Area)					
Section 2: ABOUT YOUR DSE USE					
Please indicate below what you consider to be part of your DSE use				Yes	No
Are you highly dependent on DSE use or do you have little choice about using a DSE?				<input type="checkbox"/>	<input type="checkbox"/>
Do you normally use a DSE for continuous or near continuous spells of an hour or more at a time and use it in this way more or less daily?				<input type="checkbox"/>	<input type="checkbox"/>
Do you perform quick transfer of information i.e. data inputting?				<input type="checkbox"/>	<input type="checkbox"/>
Does your work involve high levels of attention and concentration on the DSE for a prolonged period?				<input type="checkbox"/>	<input type="checkbox"/>
If any of the above statements apply, then you are defined as a DSE user, you must now complete Part 2 of this form, 'Workstation Assessment'. If you are unsure, please speak with your DSE Assessor or Line Manager.					
Section 3: ARE THERE OTHER WAYS THAT YOU WORK?					
If any of the statements below apply, you must also be provided with the 'Setting up a Temporary Workstation' user checklist [HSF078]				Yes	No
Do you work from home?				<input type="checkbox"/>	<input type="checkbox"/>
Do you have use of a 'hot desk' or share your workstation with another user?				<input type="checkbox"/>	<input type="checkbox"/>
Do you have use of a portable computer i.e. laptop?				<input type="checkbox"/>	<input type="checkbox"/>
If you use a portable computer for an hour or more, it may not meet the minimum requirements, which are a separate keyboard, mouse and screen / screen raiser. Do you have this equipment for your portable computer?				<input type="checkbox"/>	<input type="checkbox"/>
Section 4: WHAT ABOUT PART 2 OF THIS FORM?					
Having completed Part 1 of this form				Yes	No
Are you defined as a DSE User, do you need to complete Part 2 of this form?				<input type="checkbox"/>	<input type="checkbox"/>
If yes: Complete Part 2: Workstation Assessment then Part 3: Assessment Result and Review If no: Complete Part 3: Assessment Result and Review only					


PART 2 – WORKSTATION ASSESSMENT

Section 1: YOUR CHAIR


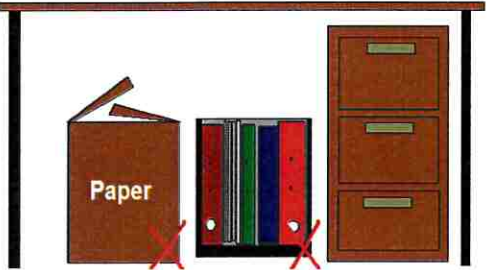
	Does the chair have:	Yes	No
	The ability to swivel?	<input type="checkbox"/>	<input type="checkbox"/>
	An adjustable back rest?	<input type="checkbox"/>	<input type="checkbox"/>
	Adjustable height?	<input type="checkbox"/>	<input type="checkbox"/>
	Stability?	<input type="checkbox"/>	<input type="checkbox"/>
	At least five castors?	<input type="checkbox"/>	<input type="checkbox"/>
	Manoeuvrability?	<input type="checkbox"/>	<input type="checkbox"/>
	Are you able to adjust the back rest so that it provides support to the lower and middle part of the back?	<input type="checkbox"/>	<input type="checkbox"/>
	Can you adjust the seat height and position the chair, so that when your fingers are touching the middle row of keys, your elbows are kept at a right angle?	<input type="checkbox"/>	<input type="checkbox"/>
	Can the armrests be adjusted or removed?	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: YOUR SCREEN

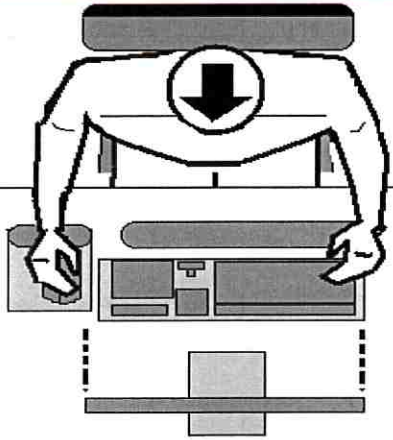
	Is the screen at a viewing distance of between 45cm and 60cm and is the top of the screen level with your eyes?	<input type="checkbox"/>	<input type="checkbox"/>
	Can you face the screen directly, without needing to turn your head?	<input type="checkbox"/>	<input type="checkbox"/>
	Can the screen be:	Yes	No

	Tilted?	<input type="checkbox"/>	<input type="checkbox"/>
	Raised?	<input type="checkbox"/>	<input type="checkbox"/>
	Swivelled?	<input type="checkbox"/>	<input type="checkbox"/>
	Adequate in size?	<input type="checkbox"/>	<input type="checkbox"/>
	Free from flicker?	<input type="checkbox"/>	<input type="checkbox"/>
	Provided with controls to adjust the brightness and contrast?	<input type="checkbox"/>	<input type="checkbox"/>
	Free from glare?	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 YOUR DESK

	Does the size of the desk enable you to have a flexible arrangement of your equipment? i.e. computer equipment, desk, fan, stationery and phone	<input type="checkbox"/>	<input type="checkbox"/>
	Are you able to sit down and get up from your desk without any restriction?	<input type="checkbox"/>	<input type="checkbox"/>
	Do your feet rest comfortably flat on the floor?	<input type="checkbox"/>	<input type="checkbox"/>
	If applicable, where a document holder has been provided, is it adjustable and stable?	<input type="checkbox"/>	<input type="checkbox"/>

Section 4: YOUR KEYBOARD AND MOUSE

	Is the keyboard directly in front of the screen and not offset to one side?	<input type="checkbox"/>	<input type="checkbox"/>
	Is there sufficient room in front of the keyboard and mouse to support the hands and wrists during pauses in keying?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the keyboard and mouse in a position so that they do not require stretching of the arms (keeping your elbow under your shoulders)?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the keyboard have a matt finish to avoid glare, is it stable, with clearly marked keys and the ability to tilt?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the mouse allow for easy operation of your computer?	<input type="checkbox"/>	<input type="checkbox"/>

Section 5: YOU / YOU AND YOUR WORK AREA

Answer the following in relation to your work area and working environment	Yes	No
Have you had sufficient training / information on the use of the computer software, adjusting your workstation and safe use of DSE?	<input type="checkbox"/>	<input type="checkbox"/>
Do you take regular breaks away from the screen?	<input type="checkbox"/>	<input type="checkbox"/>
Answer the following in relation to your work area and working environment	Yes	No
Can you use your DSE workstation without being disturbed by glare / reflection from the windows / lights?	<input type="checkbox"/>	<input type="checkbox"/>

Can you work at your DSE workstation (or after use) without experiencing poor vision, dry eyes or headaches?		<input type="checkbox"/>	<input type="checkbox"/>
Can you work at your workstation (or after use) without experiencing aches, pains, tingling or pins and needles in the hands, wrists, neck, back, shoulders or arms?		<input type="checkbox"/>	<input type="checkbox"/>
Can you use your DSE workstation without suffering undue stress i.e. social isolation, poor job design, software problems?		<input type="checkbox"/>	<input type="checkbox"/>
Do you find the following room conditions satisfactory:	Temperature?	<input type="checkbox"/>	<input type="checkbox"/>
	Humidity?	<input type="checkbox"/>	<input type="checkbox"/>
	Ventilation?	<input type="checkbox"/>	<input type="checkbox"/>
	Noise?	<input type="checkbox"/>	<input type="checkbox"/>

Please note: Where problems are being experienced, make adjustments using this assessment to help remedy those problems. If the adjustments to the workstation have not remedied the problem, refer the matter to your Line Manager

PART 3 – ASSESSMENT RESULT AND REVIEW

Section 1: LINE MANAGER / DSE ASSESSOR

Please answer yes or no to the following question	Yes	No
Have you surveyed the actual working position and layout of the designated user's workstation using the 'Assessment Guidance' [HSG027] to meet the minimum standard?	<input type="checkbox"/>	<input type="checkbox"/>

Section 2: DSE / WORKSTATION ACTION PLAN

Action required	Date action taken	Assessors signature	Issue(s) resolved?	
			Yes	No
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

Section 3: ASSESSMENT SATISFACTION


Please confirm that you are satisfied with the DSE workstation assessment	Sign	Date
DSE Assessor or Line Manager		
DSE User		

Section 4: ANNUAL REVIEW

You must review this DSE Workstation Assessment annually (unless change necessitates an earlier review).

For information please see the DSE Workstation Assessment Guidance (HSG027)

Date:	Still valid? Yes /No	User signature	Manager / Assessor Signature
	<input type="checkbox"/> <input type="checkbox"/>		
	<input type="checkbox"/> <input type="checkbox"/>		

 Essex County Council	DYNAMIC RISK ASSESSMENT FORM	Form Number: HSF064 Version:2.0 Date: Jan 2014 Procedure: HSP 5.0	
PROCESS/ACTIVITY		LOCATION	
JOB REFERENCE		NOs EXPOSED	
ASSESSMENT BY		DATE	
BRIEF DESCRIPTION OF TASKS BEING CARRIED OUT:			

HAZARDS IDENTIFIED

MECHANICAL HAZARDS

CRUSHING	
CUTTING / SHEARING	
ENTANGLEMENT	
DRAWING IN / TRAPPING	
IMPACT	
STABBING / PUNCTURE	
ABRASION	
HIGH PRESSURE FLUID INJECTION	
UNGUARDED MACHINERY	
OTHER MECHANICAL HAZARDS	

WORKPLACE HAZARDS

LIFTING / HANDLING	
SLIPS / TRIPS / FALLS	
WORKING AT HEIGHT	
CONFINED SPACE	
INTERNAL/EXTERNAL VEHICLES	
HIGHLY REPETITIVE ACTIONS	
STRESSFUL POSTURES	
VISUAL FATIGUE	
LONE WORKING	
FALLING MATERIAL/ DEBRIS	

ELECTRICAL HAZARDS

DIRECT CONTACT	
INDIRECT CONTACT	
SHORT CIRCUIT / OVERLOAD	
SOURCE OF IGNITION	
ELECTRO MAGNETIC FIELDS	
OTHER ELECTRICAL HAZARDS	

HAZARDOUS SUBSTANCES

TOXIC SOLIDS/ LIQUIDS/ GASES	
FLAMMABLE SOLIDS/ LIQUIDS/ GASES	
EXPLOSIVE SUBSTANCES	
HARMFUL / IRRITANT SUBSTANCES	
BIOLOGICAL HAZARDS	
ASBESTOS	
OTHER HAZARDOUS SUBSTANCES	

ENVIRONMENTAL HAZARDS

FIRE	
HOT / COLD SURFACES	
HOT / COLD AMBIENT TEMPERATURE	
CLIMATIC CONDITIONS	
POOR VENTILATION	
SIGNIFICANT NOISE	
SIGNIFICANT VIBRATION	
POOR LIGHTING	
HOSTILE ENVIRONMENT	

OTHER HAZARDS (LIST)

HOW WILL THE IDENTIFIED HAZARDS BE CONTROLLED?

Control measures to consider				
Equipment: Access Transport Handling Lifting Lighting Testing Power tools Hand tools	Environment: Enclosure Physical isolation Restricted access Barriers Signage	Isolation: Electrical isolation Mechanical isolation Permit to work	PPE: Head Face/Mouth Eyes Feet Hands Ears Clothing/ Hi Vis Harness	Management Control: Supervision Training Information Instructions Guidance Hygiene/ Welfare First aid provisions Fire safety provisions

Part 5 – External references

[HSE – Risk assessment: A brief guide to controlling risks in the workplace \(INDG 163\)](#)

[HSE – Controlling risk in the Workplace](#)

[HSE – Simple health & safety, managing risk and risk assessment](#)

[HSE – The health & safety toolbox: How to control risks at work](#)

[HSE – Leading health & safety at work](#)

[HSE – Consulting and involving your workers](#)

[HSE – Health & safety for disabled people](#)

[HSE – Example risk assessments](#)

[HSE – Expert guidance – the approach taken by the HSE to evaluate risk](#)

[UNISON information on risk assessment](#)

[TUC information on risk assessment](#)

[UNITE guide to risk assessment for safety representatives](#)

Part 6 – Legal references

[Health & Safety at Work Etc Act 1974](#)

[Management of Health & Safety at Work Regulations 1999](#)

[The Provision and Use of Work Equipment Regulations 1998](#)

[The Manual Handling Operations Regulations 1992](#)

[The Control of Substances Hazardous to Health Regulations 2012](#)

[The Display Screen Equipment Regulations 1992](#)