

**RISK ASSESSMENT FINDINGS**

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| --- | --- |
| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Staff Room**

**DATE:**

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| --- | --- | --- | --- | --- |
| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Slips, trips, falls – personal injury. |  | * Defect reporting and prompt repair. * Good housekeeping procedures. * Safe storage of articles. * Walkways kept clear. * Prompt cleaning of spillages. |  |  |  |  |  |  |
| Hot water – scalds/burns. |  | Kettles / boilers suitably sited.  Appropriate drink preparation area. |  |  |  |  |  |  |
| Poor hygiene standards – illness/infection. |  | * Good housekeeping procedures. * Regular cleaning of work surfaces, fridges etc. * Regular removal of waste. |  |  |  |  |  |  |
| Electrical equipment – electrocution |  | * Visual user checks. * PAT testing. * Fixed appliance testing. |  |  |  |  |  |  |
| Defective furniture / equipment – personal injury. |  | * Furniture and equipment to be kept in good condition. * Reporting procedure for defects. * Prompt repair/replace procedures. |  |  |  |  |  |  |
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