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SAMPLE RISK ASSESSMENT

Document ID: RA-001

**Document Approval History**

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**Document Revision History**

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| Risk Assessment Details |
| Work Activity Assessed: |  | Ref. No. |  |
| Location/site of work activity: |  | Date Assessment carried out: | dd/mm/yyyy |
| Persons carrying out assessment: | Name: | Positions: |
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| Reviewed by: |  |  |
| Approved by: |  |  |

| SAMPLE RISK ASSESSMENT  |
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| Activity | Hazards | Consequences | Existing Controls | S | L | R | Notes |
| **Use of Hand Tools (Unpowered) For preparation for pillar drill** | * Noise (Impact)
 | * Minor injury
 | * PPE (Ear plugs or ear defenders upon request)
 | 2 | 1 | 3 |  |
| * Incorrect use of tool
* Misuse of hand tools
* Using the incorrect tool for the task
 | * Minor injury
* Sprains / strains
 | * Training and competence
* Availability of correct tool
* Hand tools only to be used by authorized personnel.
 | 1 | 2 | 3 |  |
| * Wood or metal splinters
 | * Minor injury
 | * Use of PPE e.g. gloves
* Visual inspection of equipment / materials prior to commencing work
 | 1 | 2 | 3 |  |
| * Ejected particles
 | * Minor injury
 | * PPE including gloves, overalls, and eye protection, such as goggles
 | 1 | 2 | 3 |  |
| * Defective tools
* Failure or breaking of tool
 | * Minor injury
 | * Training and competence
* Pre-use check of tools
* Defective tools to be quarantined
* Replacement, disposal or repair of defective tools
* Use tool in accordance with manufacturer’s instructions.
 | 1 | 2 | 3 |  |
| * Attachment (e.g. socket) becomes detached
 | * Minor injury
 | * Training and competence
* Availability of correct tool (e.g. lockable sockets)
 | 1 | 2 | 3 |  |
| **Use of Hand Tools (Powered)**Pillar Drill | * Contact with moving parts or equipment jamming during use
* Entrapment
* Repetitive injury
 | * Major Injury
* Cut/bruises
* Time lost injury, strain injury,
* slip, trip, falls
* Hand Arm Vibration (HAV)
* Strain injury, discomfort or damage
 | * Training and competence
* Guard used where provided / necessary
* Bespoke tooling (fixtures)
* No loose clothing, jewelry or long hair that can become fouled in equipment
* Restriction to authorized personnel
* Tools to be maintained in good condition and in accordance with the Provision and Use of Work Equipment (PUWER) regulations
* Defective tools must be quarantined and reported to responsible persons
* Information, Instruction Training and Supervision.
* Tool to be switched off when not in use
* Keep safe distance when using pillar drill
 | 3 | 1 | 4 |  |
| * Electric shock / Electrocution / Use of incorrect voltage on appliance
 | * Major Injury
 | * Training and competence (records)
* Drill hard wired into correct voltage supply
* Planned preventative maintenance
* Portable appliances PAT tested
* Use tool in accordance with manufacturer’s instructions.
 | 4 | 1 | 5 |  |
| * Vibration effects
 | * Minor injury
 | * Use of PPE e.g. gloves
* Appropriate selection of tool and training shall be provided
* Tool must be used in accordance to manufacturer’s instructions
* Should the operator continuously exceed the Exposure Action Value (EAV), a review of tool / task should be undertaken to establish if this is reduced as low as reasonably practicable
 | 1 | 2 | 3 |  |
| * Noise
 | * Minor injury
* (Noise induced hearing loss)
 | * PPE (Hearing protection available upon request, if compressor is used more than 1.5 hours total per shift then hearing protection is mandatory)
* For nail gun use of hearing protection is mandatory.
* Tool must be used in accordance to manufacturer’s instructions
* Compressor to be switched off when not in use
 | 1 | 2 | 3 |  |
| * Release of stored energy, flying objects
 | * Minor injury
 | * Training and competence
* Use of PPE (eye protection)
 | 1 | 2 | 3 |  |
| * Thermal stress, exposure to hot/cold parts
 | * Minor injury
 | * Training and competence
* Use of PPE (Gloves)
* Automatic test cycle (thermal chamber)
* Warning light (soldering irons)
 | 1 | 2 | 3 |  |
| **Chemicals / Hazardous Substances**including:Adhesives, grease etc., | * Inhalation, absorption, ingestion, skin & eye contact, chemical burn
* (Chemicals etc.)
* Spillage of flammables.
* Poor housekeeping.
* Obstructed fire exits.
 | * Minor injury
* (The fumes may cause staff
* eye irritation and respiratory
* irritation).
 | * Disposable gloves worn where required
* Absorbent towel available on dispenser
* Eye wash kit within build area
* All chemicals etc. identified in COSHH Database and mitigations identified & implemented
* Spill kits to be made available for use in the event of a fuel spill.
* The site will have a nominated fire safety warden.
* Fire exits, passageways and floors must remain free of obstructions.
* Fire exits must be identified by signage
 | 1 | 2 | 3 |  |
| **Lone Working** | * Lack of help in case of emergency
* Medical restrictions
* Sudden illness
 | * Minor injury
* Inability to react to a given situation
 | * Assembly area layout minimizes likelihood of accidents
* Staff briefed to carry mobile phones at all times in case of emergency
* Regular staff briefings
 | 1 | 2 | 3 |  |
| **Working with live electrical equipment** | * Electric shock / Electrocution
 | * Minor injuries through to Fatality
 | * Training and competence
* High voltage testing carried out within defined test area
* Use of safety signs
* Battery Pack test set-up made safe with equipotential bonding
 | 4 | 1 | 5 |  |

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| **Risk Calculation Matrix** |

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| **Severity (S)** |  |
| Designation | Description |
| 5 | Catastrophic event with the potential of over 10 fatalities (10 FWI) |
| 4 | Catastrophic event with the potential between two and 10 fatalities (between 2 – 10 FWI) |
| 3 | Significant event with the potential of between five major injures and two fatalities (between .5 and 2 FWI) |
| 2 | Significant event with the potential of a single major injury to five major injures (between .1 - .5 FWI) |
| 1 | Event with the potential for less than 20 minor injuries or a single major injury (less than .1 FWI) |

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| **Likelihood (L)** |
| Designation | Description |
| 5 | >75% Very likely the risk will occur. Risk would occur 5 times a year or more. |
| 4 | 51-75% Likely the risk will occur. Risk would occur between 1 and 5 times a year. |
| 3 | 21 – 50% Possible the risk will occur. Risk would occur between once in 5 years to just less than once a year |
| 2 | 5 – 20% Unlikely the risk will occur. Risk would occur between once in 25 years or up to once in 5 years. |
| 1 | <5% Very unlikely the risk will occur. Risk would occur less than once in 25 years |

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| **Risk Classification (R)** |
| **Likelihood** | 5 | 6 | 7 | 8 | 9 | 10 |
| 4 | 5 | 6 | 7 | 8 | 9 |
| 3 | 4 | 5 | 6 | 7 | 8 |
| 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Note: Risk = Likelihood + Severity | 1 | 2 | 3 | 4 | 5 |
|  | **Severity** |

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| **Risk Classification and Action** |
| Designation | Classification | Action |
| 7 to 10 | Unacceptable | This situation is not tolerable. Work shall not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources the work has to remain prohibited. |
| 6 | Unsatisfactory | Work may continue provided the risk has been reduced to the lowest level ALARP. The task will be reviewed frequently and additional controls will be put into place to mitigate the risk, such as supervision. |
| 4 to 5 | Tolerable | Work may only start if the risk has been reduced to ALARP. Where work is already underway effort will be expended within a defined period to make further improvements to reduce risk to ALARP. |
| 2 to 3 | Low | Work may be started or continued. Effort should still be made so that risk is maintained at a level that is ALARP. |