

RISK ASSESSMENT EXAMPLE

TITLE:	Risk Assessment
REF:	
LOCATION:	
ASSESSED BY:	
DATE:	
REVISION:	1

Severity \ Likelihood	1 Incident	2 Minor	3 Serious	4 Major	5 Catastrophic
5- Certain	5	10	15	20	25
4-Probable	4	8	12	16	20
3-Likely	3	6	9	12	15
2-Remote	2	4	6	8	10
1-Improbable	1	2	3	4	5

(Refer to RA Procedure for further detail on Risk Rating System)
16-25 High Risk. Do not proceed until risk is below 15
7-15 Medium Risk. Ensure controls are in place and monitor
1-6. Low Risk. Keep under review

RISK=LIKELIHOOD X SEVERITY

Ref	Activity/Plant/Environment (1)	Hazard (2)	People affected (3)	Without Controls (4)			Controls required (5)	Responsibility	With Controls (6)		
				L	S	R			L	S	R
1.	Slips, trips & Falls	<ul style="list-style-type: none"> Trailing cables Unsuitable floor coverings Uneven or damaged floor surfaces Contaminated floor surfaces, for example liquid or grease Poor housekeeping, for example tripping or falling over something left in a walk way. 	All staff / visitors	4	3	12	<ul style="list-style-type: none"> All office areas to be kept clear of debris / trailing wires at all times Floor coverings to be inspected monthly to highlight to RMBC where repairs may be required Spillages etc to be cleaned immediately on identification, and highlighted to Housekeeping team for deep clean as required. All walkways / stairways and fire escapes to be kept clear at all times 	All staff	2	3	6
Reviews:											
2	Manual handling of heavier items	<ul style="list-style-type: none"> Risk of injury to staff / visitors by poor manual handling of inanimate objects 	All Staff	2	3	6	<ul style="list-style-type: none"> All staff to be aware of own limitations with regards to lifting ability No movement of objects to be attempted if in inappropriate clothing that would put the staff member at higher risk of injury Where practicable, no items to be stored above shoulder height. Each movement to be assessed for need prior to attempt – ensuring only items that need to be moved are moved. Equipment to be sourced and utilized where available. Multiple persons required to assist larger items. 	All staff	2	3	6
Review:											

2	Fire	<ul style="list-style-type: none"> Potential for fatalities in the event of a fire 	All staff	2	5	10	<ul style="list-style-type: none"> RMBC to be responsible for fire safety checks All fire escapes to be well signposted and not obstructed at any times Staff to ensure that they attend regular fire training Visitors to site to be educated in fire procedures. Fire drills carried out and evidenced. Live register of staff / visitors on site at all times Smoking only permitted in designated areas, away from risk of fuel sources. No flammable liquids to be stored on site 	All staff	1	5	5
Review:											
3	Electrical	<ul style="list-style-type: none"> Staff / visitors could suffer an electrical shock / burns from faulty electrical equipment 	All staff / visitors	2	4	8	<ul style="list-style-type: none"> All electrical equipment to be visually inspected for faults / damage prior to use All electrical equipment to be PAT tested as required. No electrical equipment to be used if visual defect / outside of PAT testing date Any damaged / out of date items to be removed to a place of safety to prevent further use until such time as corrective measures are taken. 	All staff	1	3	3
Review:											
4	Display Screen Equipment	<ul style="list-style-type: none"> Staff risk posture problems and pain, discomfort or injuries from overuse or improper use of, or from poorly designed workstations / environments. Headaches and sore eyes can also occur from screen time / poor environmental lighting. 	All staff	4	3	12	<ul style="list-style-type: none"> DSE training and assessments of work areas to be performed for all new starters Reassessment to be performed for any change in circumstances eg new work station equipment / furniturs / ladies in pregnancy Workstation and equipment set to ensure good posture and to avoid glare and reflections on screens Shared workstations are assessed for all users Work planned to include changes of activity Lighting and temperature are suitably controlled 	All staff	2	3	6

NO OPERATION SHOULD BE CARRIED OUT UNTIL ALL IDENTIFIED CONTROLS ARE IN PLACE

This Risk Assessment must be issued and communicated to those supervising / responsible for the use of the Hall..

Name of responsible Person :

I confirm that I will comply with the appropriate precautions detailed overleaf.

Print Name	Signature	Print Name	Signature