

HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

RISK ASSESSMENT

School Name:

Location: ffff

Activity: Changing fluorescent tubes

Date: 06/06/2011

1-4 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED


17-25 UNACCEPTABLE

Persons at Risk	Employee		Likelihood (L)	1	Very Unlikely	Consequence (C)	1	No Injury	Risk Grade (L x C)
	Young Person	X		2	Unlikely		2	Minor Injury	
	Contractor			3	Likely		3	3 Day	
	Public			4	Very Likely		4	Major Injury	
	Other Site User			5	Certain		5	Fatal	

HAZARDS IDENTIFICATION		EXISTING CONTROL	INITIAL RISK RATING			
			L	C	L x C	RISK
A	Use of incorrect equipment (desk, chairs etc)	<ul style="list-style-type: none"> Staff instructed not to use makeshift steps (chairs/ tables etc) User to ensure access equipment is of adequate height. Step ladder provided for users to access areas safely 	4	4	16	
B	Defective equipment, collapse of ladder	<ul style="list-style-type: none"> All access equipment suitable for purpose, checked before use and maintained in good condition. Reporting procedure in place for identified defective items with prompt removal /remedial action 	4	4	16	
C	Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability	<ul style="list-style-type: none"> User trained in use of ladders for minor inspection / maintenance tasks. Access equipment restricted to those trained and competent in use. 2 person job, second person available at ground level to hand diffuser / tubes to. Move furniture if needed to gain access. Maximum working height not exceeded- users waist should not rise above top step or top of handrail. Staff to re-position steps rather than overstretch. Floor surfaces suitable to use (firm and even surface) Persons using access equipment to wear appropriate footwear (low heeled, non slip soles) Stepladder securely stored when not in use to avoid unauthorised use. 	4	4	16	
D	Persons colliding with ladder	<ul style="list-style-type: none"> Segregate work area Provide warning signs, cones etc. if needed 	3	3	9	
E	Manual Handling Unstable / unwieldy loads	<ul style="list-style-type: none"> Use team handling where necessary. Staff to be trained in moving and handling techniques. 	3	3	9	

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F	Contact with electricity	• Switch off electrical supply or tape off and label light switch if this is not possible.	4	5	20	
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SAMPLE

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ACTION PLAN

1-4 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

	RECOMMENDED CONTROL	FINAL RISK RATING			RISK	COMPLETION DATE	RESPONSIBLE PERSON
		L	C	L x C			
A	<ul style="list-style-type: none"> Ensure all ladders/step ladders and step stools are inspected, entered onto a ladder register and physically tagged. Carry out tool box talks to staff. 	3	4		17	Management	
B	<ul style="list-style-type: none"> Ensure all ladders/step ladders and step stools are inspected, entered onto a ladder register and physically tagged. Carry out tool box talks to staff. 	3	4		17	Management	
C	<ul style="list-style-type: none"> Maintain existing controls 	4	4		17	All	
D	<ul style="list-style-type: none"> Maintain existing controls 	3	3		5	All	
E	<ul style="list-style-type: none"> Obtain help transporting ladder if needed. Maintain existing controls. 	2	3		5	All	
F	<ul style="list-style-type: none"> Consideration will be given regarding locking off the electricity supply whilst work is being carried to ensure there is no chance of the power being switched on whilst work is being carried out. 	1	5		5	Management	