

USSL Risk Assessment

Risk Assessment No		49		Activity		Workshops and Offices		Locations		Head Office	
Assessment Undertaken by		M. Watson		Assessment Date		Jun-17		Review Date		1/6/18	
Persons at risk (PAR)			Severity / Harm Rating(S)			Risk Ratings			Likelihood(L)		
E	Employees / Contractors	1	Negligible injury or no injury			1	Extremely unlikely to occur at any time				
P	Members of Public	2	Minor injury requiring First Aid			2	A rare combination of factors would be required for an incident to occur				
V	Visitors	3	Lost time injury			3	Could happen, but considered unlikely under normal circumstances				
C	Clients	4	Single serious injury or single death			4	Not certain, but an additional factor may result in an incident				
		5	Multiple deaths and or serious injuries			5	Almost inevitable that an incident will result - Highly likely to occur				
Tolerance rating											
15 - 25		DANGER - Task/activity should not proceed. Further control measures are to be put in place to reduce risk. When in place the level of risk should be re-assessed for adequacy before the work recommences.									
7 - 14		SIGNIFICANT RISK is attached to this task/activity. Look critically at ways of reducing the level of risk to a more tolerable level by improving existing control measures or introducing new controls.									
1 - 6		TOLERABLE RISK - Consider if risk is "as low as reasonably practicable", if not try to reduce risk further by improving control measures. Keep under review and continue with task/activity, but with caution									
NB. Full PPE will be utilised as a matter of course during any works undertaken											
Initial Assessment No controls						Risk Mitigation Measures					
Item No	Hazard Identification	PAR	S	L	Score	Control Measures	S	L	Revised Score	Risk Acceptable	
1	Manual Handling	E	3	4	12	Read and complete the Method Statement and Risk Assessment 026 'Manual Handling' prior to commencing work. Avoid hazardous manual handling operations so far as reasonably practicable. All staff to receive manual handling training Heavy Equipment to be carried by a minimum of 2 people.	3	1	3	Yes	
2	Asbestos	E	4	4	16	If the presence of Asbestos is suspected STOP WORK IMMEDIATELY and inform your Supervisor. DO NOT attempt to disturb or remove any material that you suspect may be or contain Asbestos. Asbestos may only be removed by an authorised and competent contractor. Read Risk Assessment 46 'Cutting and Handling of Asbestos Cement Pipes, Ducts, Sheets etc'.	4	1	4	Yes	
3	Unclear/illegible characters on monitor/keyboard	E	3	3	12	Ensure screen is clean and that cleaning materials are available. Check that text and background colours work well together. Adjust software settings in order to ensure the correct size of text. Ensure cleanliness of keyboards.	3	1	3	Yes	
4	Stability of image	E	3	3	9	Try using different screen colours to reduce flicker e.g. darker background and lighter text, increase refresh rate of monitor setting. If problem persists, contact the IT support.	3	1	3	Yes	
5	Glare and reflection	E	3	3	9	Identify sources of reflection. Re-position screen or desk. Provide and use anti-glare screen cover or shield the screen from glare. Ensure that monitors have swivel and tilt capability when purchasing. Ensure that blinds/curtains are in good working order. Provide mat finish keyboards to reduce glare.	3	1	3	Yes	
6	Poor ergonomics	E	3	4	12	Ensure that the monitor is at eye level. Ensure that the monitor is positioned in front of the user in order to prevent twisting. Keep a good distance between the monitor and the user in order to create more room for the keyboard and hand and wrist movement. Keep elbows close to the body, do not overstretch the arms. Provide wrist rests for thick/raised keyboards. Consider supplying the user with a compact mini keyboard. Provide training to inform the user not to bend the wrists and not to strike the keys too hard. Ensure the mouse is suitable for the task/user.	3	1	3	Yes	
7	Incorrect furniture	E,P,V,C	3	3	9	Ensure the workstation surface is large enough for all necessary equipment e.g. paper etc. Provide or move to other power and telecom sockets so equipment can be moved. Ensure that the chair has a adjustable seat back height and tilt. Ensure that the chair has a seat height adjustment and swivel mechanism and castors/guides. Adjust the chair height in order to site with the elbows at 90o and 2cm above the desk when touching the D and R keys. User should have a straight back, supported at all times by the chair with relaxed shoulders. Provide foot rests where users feet cannot comfortably reach the floor.	3	1	3	Yes	
8	Environment	E	4	3	12	Ensure enough space is provided for stretching and general movement. Minimise or eliminate all obstructions in the working area. Ensure adequate and suitable lighting. Users should be able to adjust window blinds/curtains. Consider shading or re-positioning light sources, or providing local light sources. Consider providing green plants in order to minimise dryness of the surrounding air. Control heating more effectively with the use of open windows, fans or air conditioning. Circulate air more effectively by opening windows and/or providing fans. Consider moving noise sources e.g. printers away from the user or provide soundproofing.	4	1	4	Yes	
9	Repetitive Strain Injury/RSI	E	3	3	12	• Assess the workstation and seating position. • Provide foam wrist supports. • Occasionally stretch and warm down muscles. • Take short breaks every 20 minutes. • Practice relaxation methods.	3	1	3	Yes	
10	Fatigue and stress	E	3	3	9	Ensure good posture at all times by adjusting the chair to suite the users requirements. Ensure that regular breaks are taken away from the workstation.	3	1	3	Yes	
11	Untrained/un-authorised personnel	E	3	3	9	Only trained and authorised personnel may operate machinery, tool and/or equipment.	3	1	3	Yes	
12	Inadequate lighting	E	3	3	9	Ensure adequate lighting is provided at all times. Ensure that stand-by lighting is available where lighting is poor.	3	1	3	Yes	
13	Slips and trips	E	3	4	12	Ensure that a clean and tidy working area is maintained. Store materials and equipment safely. DO NOT leave trailing cables in the working area or where other people using the premises may come into contact with them. Clean up any spillages or debris immediately.	3	1	3	Yes	
14	Electrocution	E	4	4	16	Ensure that all electrical equipment is thoroughly inspected prior to its use. Ensure that all electrical equipment has been PAT tested by inspecting the sticker indicating the date of next test. Ensure that all electrical equipment is kept dry at all times. Use battery powered electrical equipment where possible. If this is not possible ensure that only 110 volt electrical equipment is used. Ensure that a Residual Current Device (RCD) is available and used on all electrical equipment. Report any defective, faulty electrical equipment to your supervisor immediately and DO NOT use it.	4	1	4	Yes	
15	Fire	E	5	3	15	Ensure all personnel are briefed on the emergency procedures i.e. fire escape routes, assembly points and alarms etc. Adhere to the customers smoking policy at all times. Ensure that all electrical equipment is thoroughly inspected prior to its use.	5	1	5	Yes	
16	Eye injuries	E	3	3	9	Ensure that impact resistant eye protection is provided and worn. Ensure adequate first aid facilities are available, particularly eye wash.	3	1	3	Yes	