# USSL Risk Assessment

| Risk Assessment No | 50 | Activity | Stress | Locations | Site Works |
|---|---|---|---|---|---|
| Assessment Undertaken by | M. Watson | Assessment Date | Jun-17 | Review Date | 1/6/18 |

**Risk Ratings**

| Persons at risk **(PAR)** | | Severity / Harm Rating **(S)** | | 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 by 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 | Workplace Demands | E | 4 | 3 | **12** | One-to-one meetings with outcomes recorded<br>Workload clarified by discussing with the individual what are the tasks associated with the job and what are the key priorities<br>Staff review process<br>Team structure and responsibilities are clearly defined<br>Mechanisms in place to report and remedy building defects<br>Mechanisms in place for supporting individuals in a small team<br>Flexible working patterns | 3 | 2 | **6** | **Yes** |
| 2 | Support | E | 4 | 3 | **12** | Regular one-to-one meetings with line manager to clarify workload with the individual and set realistic and agreed deadlines<br>Staff training available to ensure skills updates as necessary<br>Regular team meetings<br>Staff review process<br>Support mechanisms in place | 4 | 1 | **4** | **Yes** |
| 3 | Relationships | E | 3 | 3 | **9** | Regular one-to-one meetings with line manager to discuss any relationship issues<br>Regular team meetings<br>Team away days<br>Arranged socials<br>Managers to take seriously any issues that are brought to them and try to resolve quickly | 3 | 1 | **3** | **Yes** |
| 4 | Control | E | 3 | 3 | **9** | One-to-one meetings and Advisors weekly meetings organised so that the team aware of what colleagues are doing<br>Majority of work organised so that individuals have control over how they organise their time<br>Regular communication with members of the team<br>Flexible working patterns for H&S Advisors and others as far as possible to fit into service demands<br>Flexibility as appropriate regarding working times<br>Staff encouraged | 3 | 1 | **3** | **Yes** |
| 5 | Roles | E | 3 | 3 | **9** | One-to-one meetings and Advisors weekly meetings organised so that the team aware of what colleagues are doing<br>Staff review process<br>Job descriptions up to date and reviewed as appropriate<br>Team meeting attended by Head of Department as appropriate | 3 | 1 | **3** | **Yes** |
| 6 | Changes | E | 3 | 4 | **12** | Small team which enables effective communication over issues<br>Honest and open communication with all staff<br>Ensure regular one-to-one meetings<br>Ensure regular team meetings | 3 | 1 | **3** | **Yes** |