Record of a risk assessment

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| **Task:***Delivery of large stainless steel vessel with outer frame (total mass ~2tonnes). Scenario 1: Vessel and outer fame will be driven into the workshop on the lorry and unloaded off the lorry together using a crane. Wheels will be attached to the bottom of the outer frame while it is in the air. After it has been put down on the floor, it will then be wheeled into position. The vessel will be removed from the outer frame using a crane so it is ready for the installation of the insulation foam.* |

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| Department  | Physics | Assessment ID  |  |
| Assessor | Alice Baxter | Date of assessment | 03/02/2017 |
| Authorised by | Dr. Dominic Brailsford | Review date | N/A |

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| **Step 1** **List significant hazards** | **Step 2** **who might be harmed** | **Step 3** **determine appropriate controls** | **Step 4** **make it happen** |
| Vessel falling on/hitting someone while being lifted and moved.Pulling a muscle while pushing the vessel on its wheels.  | Anyone in the areaPeople pushing the vessel | People moving the vessel must wear appropriate PPE (steel toe capped boots) and anyone not needed should stand well clear of the vessel while it is being lifted off the lorry. Only trained persons will be allowed to operate the crane.People pushing the vessel should do so carefully and slowly and not twist or move in a way that would cause excessive strain to parts of the body. | **Procedures:**Only trained persons will be allowed to move the vessel and operate any of the machinery. People involved must wear the appropriate PPE. Access to the area will be restricted to avoid people who are not involved being harmed.**Training:**Any training required will be carried out by Ian Mercer.**Supervision:**The process will be supervised at all times by Ian Mercer. |
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**Step 5** – remember to include a review date

**Guidance**

**When to use this form**

Use this form to assess any significant risks associated with the task that is to be undertaken and where no specific hazard based guidance has been produced by the University.

Before you start to fill in this form you must check to see if any guidance exists for the hazards associated with the task. You can do this by looking at the A-Z on the Safety Office website or asking your Area Safety Officer. Do not use this form if there is specific guidance listed in the A to Z (such as for chemicals or Ionising Radiation).

**Step 1**

A hazard is anything that might cause harm to an individual for example heavy loads, electricity, working at height, fire etc. Think about the task you are assessing and list all the hazards which are foreseeable. This step is about identifying any hazards, the subsequent steps in the process are about assessing and controlling the ‘risk’ (the likelihood of harm being caused and its severity).

You do not need to include hazards from everyday life (unless the work activity increases the risk) – for example you would not normally need to assess the risk of using stairs in the workplace, but if you had a task which involved moving a lot of equipment between floors you would need to consider the best way to do this. Neither do you need to formally record controls around insignificant risks. A “significant risk” is one which could result in harm which any reasonable person would appreciate and take steps to guard against. Once you have determined the hazards associated with the task list them in the step 1 column.

Please contact your Area Safety Officer or co-ordinator for advice if you are unclear as to what you need to include in your assessment

**Step 2**

List persons at risk of harm – for example the person carrying out the task, other people in the vicinity, ancillary or support staff. You must also consider any individuals or groups of people who are particularly at risk with respect to the hazard you are considering. For example young people, new or expectant mothers or staff or students with specific disabilities which make them more vulnerable to the hazards associated with the task.

**Step 3**

You need to determine ‘reasonably practicable’ controls around the hazards you have identified. ‘Reasonably’ in this context means that you should balance the level of risk and the measures needed to control it in terms of time, money, or trouble. The controls you determine should not be grossly disproportionate with respect to the level of risk. To determine the appropriate controls you should apply a hierarchy of controls (see below).

**Using the hierarchy of Controls**

If you are not familiar with how to use a hierarchy of controls please contact your Area Safety Officer or refer to the Moodle Risk Assessment course.

For some hazards such as ionising radiation and the use of chemicals in the workplace, there are specific worksheets available to help you determine appropriate controls. If your hazards do not have a specific worksheet, apply the ERICPD hierarchy;

* Eliminate – can the hazard be eliminated from the task
* Reduce – can the hazard be reduced (do it less often, substitute with an alternative)
* Isolate – is there a way to completely isolate the human from the hazard
* Control – can you use engineering controls to reduce the level of risk to the individual
* PPE – would personal protective equipment reduce the risk
* Discipline – working methods, training, supervision

Remember – the lower you on the hierarchy the more prone your controls are to fail. Taking account of the significance of the hazard you are considering, is the position of your controls on the hierarchy appropriate? Are your controls consistent with those employed where this hazard is encountered elsewhere?

**Step 4**

The output of your risk assessment must be incorporated into a Safe System of Work (SSoW) in order that people are protected. A SSoW has three components (procedures, training and supervision) which lock together to provide a safe working environment. You should consider how your controls influence each of these elements. Identify specific individuals who will ensure each of these elements is made to work.

**Constructing a Safe System of Work**

Carrying out a risk assessment protects no one. It is the development and robust implementation of a safe system of work which gives us a safe working environment.

* **Operating procedure**

Your controls need to be stipulated in the operating protocols – these protocols will need to be written down if the task is complex and performing it incorrectly could result in injury. Consider producing a front sheet for your procedure summarising any important safety-critical steps.

* **Training**

Some kind of training will be needed in order to ensure that controls are properly utilised. This will range from a simple one-off verbal instruction to formal training sessions with associated training records and mandatory refresher training. You will need to make a judgement as to what is appropriate in your case.

* **Supervision**

Some element of managerial supervision may be appropriate. Again this will sit within a range from first time (one-off) eyes on, to the mandatory presence of a supervisor whenever the task is undertaken.

**Step 5**

You MUST review your risk assessment when any significant changes are made to the task or within 3 years if the task does not change in that time. Remember to include a review date on the first page.