

## GENERAL RISK ASSESSMENT

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**Site:**

**Date:** December 2024

**Review Date:** December 2025

Significant Hazards	Who Might be Harmed and How	Existing Control Measures	Further Control Measures
<b>Electricity</b>	Employees, volunteers, contractors and visitors could suffer electrical shock, burns and secondary injuries as a result of defective or faulty electrical installation & equipment.	<ul style="list-style-type: none"> <li>The fixed electrical installations were last tested in</li> <li>All portable electrical appliances were last tested in</li> <li>Employees/volunteers are provided with information, instruction and training relating to electrical safety during their induction and general health &amp; safety awareness training.</li> </ul>	<ul style="list-style-type: none"> <li>Members of staff/volunteers should be instructed to carry out a visual inspection of their portable electrical appliances, including personal mobile chargers, on a pre-use (daily) basis, to identify any signs of damaged cables and plugs, exposed inner cables, overheating (burning), wetness etc.</li> <li>Ensure wires aren't daisy-chained.</li> </ul>
<b>Fire</b>	Employees, volunteers Contractors and visitors could suffer burns, smoke inhalation & suffocation in the event of a fire.	<ul style="list-style-type: none"> <li>A fire risk assessment was completed by ..... in .....</li> <li>The fire alarm system was serviced in .....</li> <li>The fire alarm is tested weekly.</li> <li>The emergency lighting was serviced in .....</li> <li>The emergency lighting is tested monthly.</li> <li>Portable fire extinguishing appliances are serviced annually.</li> <li>A fire drill is conducted 6-monthly.</li> <li>The fire logbook is up to date.</li> <li>There are sufficient trained fire marshals</li> </ul>	<ul style="list-style-type: none"> <li>Ensure actions identified on the fire risk assessment are completed.</li> <li>Consider completing a fire safety checklist.</li> <li>Everyone knows what to do in a fire.</li> </ul>

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<b>Slips/Trips</b>	Employees, volunteers, contractors and visitors could suffer injuries if they trip over obstacles or damaged / uneven floors, or if they slip on wet or greasy floors.	<ul style="list-style-type: none"> <li>• Floors are cleaned regularly.</li> <li>• Wet floor signs are available.</li> <li>• The risks from tripping over trailing leads are reduced through the selected location of sockets and electrical appliances, away from the walkways.</li> <li>• The general standard of housekeeping was considered to be good at the time of this assessment. All stair nosing's and handrails appeared to be in a good condition at the time of this assessment.</li> <li>• Adequate lighting is provided throughout the premises.</li> <li>• All staff/volunteers where suitable footwear.</li> <li>• Gritting is carried out during inclement weather.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to monitor housekeeping standards and encourage staff, volunteers to maintain clear walkways.</li> </ul>
<b>Hazardous Substances</b>	Employees, volunteers cleaning and maintenance staff could suffer injury or ill health from the chemicals they work with.	<ul style="list-style-type: none"> <li>• Cleaning substances are stored in a secure cupboard and are not accessible to members of the public.</li> <li>• First aid provisions including eye wash facilities are readily available.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a COSHH Register for all hazardous substances which are stored or handled at the premises.</li> <li>• Obtain Safety Data Sheets for all hazardous substances which are stored or handled at the premises and ensure that SDS are obtained for all new potentially hazardous substances introduced to the premises.</li> <li>• Carry out COSHH Assessments for all hazardous substances which are stored or handled at the premises.</li> </ul>

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<p><b>Falls from Height</b></p>	<p>Employees, volunteers or contractors could be injured if they fall from height whilst working at the premises.</p>	<ul style="list-style-type: none"> <li>• Information, instruction and training is given to all staff to ensure they are aware of the hazards associated with working at height.</li> <li>• People are permitted to use ladders only with another person present. Ladders are visually inspected before use.</li> <li>• Individuals should carry out a quick risk assessment for working at height and ladder use before using them. This should include is the ladder stable and on flat ground.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide adequate training information and supervision for all members of staff which could be exposed to the risks from hazardous substances.</li> <li>• Maintain records of formal ladder inspections.</li> <li>• All areas where ladders are used are checked before the ladder is used.</li> <li>• Ladders can only be used when 2 people are present or if the person using it does not go higher than 1 metre.</li> </ul>
<p><b>Manual Handling</b></p>	<p>Employees may suffer injuries to their back and other parts of their body whilst lifting, carrying, pulling or pushing.</p> <p>Expectant mothers are particularly at risk from manual handling injuries.</p>	<ul style="list-style-type: none"> <li>• Manual Handling Aids are available to reduce the risks from carrying over distance.</li> <li>• Employee, volunteers are provided with basic manual handling instructions and guidance during their induction and general health &amp; safety awareness training.</li> <li>• Additional manual handling training is carried out where necessary.</li> <li>• Heavier items or large boxes are stored at waist height.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that suitable and sufficient manual handling assessments are carried out by a competent person for all hazardous manual handling activities at the site.</li> <li>• Review manual handling tasks and carry out new manual handling risk assessments where required.</li> </ul>

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<p><b>Display Screen Equipment (DSE)</b></p>	<p>Staff using DSE may suffer back pain or upper limb disorders (sometimes known as repetitive strain injury or RSI), visual fatigue, and mental stress as a result of poor workstation layout or posture.</p>	<ul style="list-style-type: none"> <li>• Chairs are fully adjustable and in good working order.</li> <li>• Screens and keyboards at each workstation change height and position.</li> <li>• Welfare facilities are available to allow staff to take breaks away from their workstations.</li> <li>• Employees all receive an assessment within the first four weeks of employment.</li> <li>• Employees are provided with instructions and guidance regarding DSE during their induction and general health &amp; safety awareness training.</li> <li>• Free eye tests and a contribution towards corrective spectacles are available for DSE users.</li> </ul>	<ul style="list-style-type: none"> <li>• DSE assessments should be carried out and reviewed on an annual basis and/or if any significant change.</li> <li>• DSE assessments should be reviewed annually.</li> </ul>
<p><b>Use of Knives</b></p>	<p>Employees, volunteers using knives may receive cuts, lacerations and/or stab wounds.</p>	<ul style="list-style-type: none"> <li>• The knives used are equipped with specific safety features which reduce the potential of accidents and sharp boxes are used for disposal.</li> <li>• A knife register will be in place at the premises.</li> <li>• All operatives receive information, instruction and training on the safe use of knives.</li> <li>• Clients are not permitted to removed knives from kitchen areas.</li> <li>• Only permitted persons have access to knives.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that any new employee is provided with adequate information, instruction and training on the safe use of knives.</li> </ul>

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<b>Noise</b>	Employees may suffer temporary or permanent hearing loss due to exposure to high or prolonged levels of noise.	<ul style="list-style-type: none"> <li>• There is no noisy equipment or activities at this location.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to monitor noise levels periodically and take further action if necessary.</li> </ul>
<b>Machinery / Equipment</b>	Employees could be injured if machinery or equipment is not operated correctly or becomes faulty.	<ul style="list-style-type: none"> <li>• Manufacturers operating instructions are available.</li> <li>• Any defects are reported and rectified.</li> <li>• Only competent persons use equipment and machinery.</li> <li>• Equipment and machinery is subject to regular servicing and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure risk assessments are available where necessary.</li> </ul>
<b>Moving Vehicles</b>	Employees, contractors and members of the public could be injured if struck by moving vehicles.	<ul style="list-style-type: none"> <li>• Designated parking is available.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete a Traffic Management Plan on regular basis as the site / activities within the site develop.</li> <li>• Periodically monitor and review the existing procedures and controls regarding moving vehicles.</li> <li>• Workplace Transport Risk Assessment to be carried out.</li> </ul>
<b>Minor Accidents</b>	Employees, visitors and contractors may require first aid attention for minor injuries on the premises.	<ul style="list-style-type: none"> <li>• Adequately trained first aiders are provided on site in accordance with the first aid risk assessment.</li> <li>• First Aid Boxes are distributed around the premises.</li> <li>• First Aid Boxes are regularly checked by First Aiders and replenished as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide refresher training for first aiders as necessary</li> <li>• Periodically monitor and review the First Aid Risk Assessment</li> </ul>

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<b>Lone working</b>	Employees may become injured when alone in the building	<ul style="list-style-type: none"> <li>• A buddy and communication system is in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement lone working policy</li> <li>• Conduct lone working risk assessment</li> <li>• Implement necessary control measures highlighted in lone working risk assessment</li> <li>• Review Lone working policy and risk assessment annually</li> </ul>