

APPENDIX E

HSPS 01 – HEALTH, SAFETY AND WELLBEING RISK ASSESSMENT FORM



Health, Safety and Wellbeing Team

Assessment Reference No.	External Library events – Generic 0116	Area or activity assessed:	Generic library run events held away from library buildings.	Total number of sheets used:
Assessment date	14/01/2016			

Step One - Identify Hazards or Activity

Consider the activity or work area and identify if any of the hazards listed below are significant (tick the boxes that apply).

1	Confined space	<input type="checkbox"/>	2	Condition of building & glazing	<input checked="" type="checkbox"/>	3	Display screen equipment	<input type="checkbox"/>	4	Electrical hazards or Equipment	<input type="checkbox"/>	5	Work at height	<input type="checkbox"/>	6	Fall of objects	<input type="checkbox"/>
7	Fire hazards & flammable material	<input type="checkbox"/>	8	Fixed machinery or equipment	<input type="checkbox"/>	9	Food preparation	<input checked="" type="checkbox"/>	10	Hazardous fumes/dust chemical	<input type="checkbox"/>	11	Hazardous biological agents	<input type="checkbox"/>	12	Heating, lighting & ventilation	<input checked="" type="checkbox"/>
13	Layout, storage, space, obstructions	<input checked="" type="checkbox"/>	14	Lone working	<input type="checkbox"/>	15	Manual handling	<input checked="" type="checkbox"/>	16	Mechanical Lifting	<input type="checkbox"/>	17	Noise	<input type="checkbox"/>	18	Slips and trips	<input checked="" type="checkbox"/>

HEALTH AND SAFETY RISK ASSESSMENT FORM (RA1)

19	Stress	<input type="checkbox"/>	20	Outdoor work	<input type="checkbox"/>	21	Portable tools / equipment	<input type="checkbox"/>	22	Pressure vessels or stored energy	<input type="checkbox"/>	23	Repetitive movements or static postures	<input checked="" type="checkbox"/>	24	Staff welfare facilities	<input checked="" type="checkbox"/>
25	Transport / driving at work	<input type="checkbox"/>	26	Vibration	<input type="checkbox"/>	27	Violence	<input type="checkbox"/>	28	Vulnerable people	<input checked="" type="checkbox"/>	29	Safety of person operating bike/public attending	<input type="checkbox"/>	30	First Aid	<input checked="" type="checkbox"/>

STEP TWO – DECIDE WHO MAY BE HARMED

Person/s who may be harmed or affected by the activity:	<i>Staff, public</i>	List any groups vulnerable persons/staff	
----------------------------------------------------------------	----------------------	-------------------------------------------------	--

Step Three & Four – Evaluate the risks, decide on precautions & record your findings

For each hazard identified in Step one, complete Step three and four.

HEALTH AND SAFETY RISK ASSESSMENT FORM (RA1)

Hazard number	Describe the Hazard & consequences	What are you already doing to control the risk	Residual risk			What else (if anything) do you need to do to control the risk	Reduced risk		
			S	L	R		S	L	R
2	Condition of building & glazing	<p>Confirm with person responsible for building that windows open fully, heating and fans are in good working order.</p> <p>Any issues or concerns must be raised and dealt with in advance of event going ahead.</p>	2	2	4				
9	Food preparation	<p>If using outside caterers for event, essential to ensure that relevant risk assessment and checks are in place.</p> <p>If library staff are providing food then pre prepared food will be used, library staff will be responsible for laying food out and removing it again after event.</p> <p>Allergy notices will be on display and possibility of food being in contact with nuts.</p> <p>All utensils, including those that are sharp will be kept away from public areas at all times.</p> <p>Beverages Preparation – staff/caterers to be in charge of preparing drinks and using hot water urns.</p> <p>Coffee, teabags, milk and sugar all to be checked for in date use.</p>	2	2	4				

HEALTH AND SAFETY RISK ASSESSMENT FORM (RA1)

		Items to be washed up and put away safely at the end of each event. Washing up to take place away from public area in staff room.						
12	Heating, lighting & ventilation	Checks will be made to ensure that all heating, lighting and ventilation are in good working order.	2	2	4			
13	Layout, storage, space, obstructions	Beverages will be placed on sturdy tables to prevent risk of spillage and accidents from hot fluids. Making sure tables are set up away from fire exits and obstructions and any resources stored underneath tables in a box keeping walk ways clear.	2	2	4			
15	Manual handling	Two members of staff to put up tables, pick up tables and chairs, correct manual handling procedures to be followed.	3	1	3			
18	Slips and trips	All spillages will be cleared up immediately and area cordoned off if necessary.	3	2	6			
23	Repetitive movements or static postures	Staff to rotate around activities to ensure they are not standing up for whole event.	2	1	2			
24	Staff welfare facilities	Toilets and break areas to be made available to all staff.	2	1	2			
28	Vulnerable people	Staff all have DBS checks and are aware of safeguarding policy	2	1	2			

HEALTH AND SAFETY RISK ASSESSMENT FORM (RA1)

		Children will be accompanied by parents or their guardian.							
30	First Aid	Each member of library staff is classed as an Appointed Person who will contact Emergency Services if needed.	3	2	6				

RISK RATING MATRIX

RISK LEVEL

		Severity				
Likelihood		Insignificant	Minor	Moderate	Major	Fatal
	Very unlikely	1 Green	2 Green	3 Green	4 Green	5 Amber
	Unlikely	2 Green	4 Green	6 Amber	8 Amber	10 Red

HEALTH AND SAFETY RISK ASSESSMENT FORM (RA1)

	Possible	3 Green	6 Amber	9 Amber	12 Red	15 Red	Risk rating	Risk level
	Likely	4 Green	8 Amber	12 Red	16 Red	20 Red	1 – 4 green	Low
	Almost certain	5 Amber	10 Red	15 Red	20 Red	25 Red	5 – 9 amber	Medium
							10 – 25 red	High

Step Five - (Monitor) Action Plan

Section 1 - Risk assessor to complete and discuss with manager			Section 2 - Manager to complete, monitor and review					
Hazard number	Risk rating	Action required	Action assigned to	Cost/ resources required	Target date	Date action completed	Monitor action until (date)	Move control measure into current controls and reassess risk
2	4	No further actions needed.						
9	4	No further actions needed.						
12	4	No further actions needed.						
13	4	No further actions needed.						
15	3	No further actions needed.						
18	6	Assessment reviewed, no further action						

		needed.						
23	2	No further actions needed.						
24	2	No further actions needed.						
28	2	No further actions needed.						
30	6	Assessment reviewed, no further action needed.						

Risk score and description

Risk score	Risk level	Category	Description
1 – 4	Low	Acceptable	No further actions needed.
5 – 9	Medium	Tolerable/Adequate	But ensure at the review that there is nothing else which could be done.
9 – 15	High	Undesirable	Immediately look at reasonably practicable ways to reduce the risk.
16 – 25	Very High	Unacceptable	Stop activity and make immediate improvements.

Step Five - (Review) Assessment review record

This form can be completed each time the risk assessment is reviewed. It is not necessary to re-write the assessment unless there are changes made that need to be recorded.

Date of review	Name of Reviewer	Reason for review	Comments	Next review date

Assessor and manager declarations

Assessor					
I confirm that this assessment has been completed using all available materials, publications or guidance documentation available, and is an accurate reflection of the activity or equipment being assessed.					
Name of assessor/s:	Natalie Pond	Signature:		Directorate:	Transformation and Change
Name of others involved with assessment:				Service area:	Customer Services

Managers declaration		
I confirm that this risk assessment is an accurate reflection of the risks and controls in place	Yes	No
I will endeavour to ensure that the actions outlined in the action plan are progressed and completed by the agreed target dates	Yes	No
Managers comments:		
Managers name (print):	Managers signature:	Date: