

Total Score	93%	Manager Name	Jo Riddle
Score Band	Green	Job Title	Deputy Town Clerk
Date and Start Time	12 Jun 2019 at 9:30am	Auditor	Andrew Huckerby

Action Status

Key	 Medium	 High	 Critical
Open	31	-	-
Closed	-	-	-

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A Executive Summary

Scope:

This is a General Risk Assessment that covers the significant health and safety issues at Bingham Town Council, The Old Courthouse, Church Street, Bingham, NG13 8AL. This report is an assessment of the health, safety (and fire risks) arising from the premises and the activities within to determine the adequacy of the existing controls and provide information on the further actions required to reduce risks in line with current legal requirements and best practice.

Summary:

The council provides services to the local community including a meeting room, sport and recreational facilities and cemeteries. The management takes health and safety seriously as evidenced by the completion of the majority of recommendations raised within the last report. Ensure risk assessments

have been carried out to cover Grounds Maintenance Equipment - example risk assessments may be found on the EW portal.

Activities/Areas/Premises covered/not covered:

The council offices and garages were covered. Other sites were discussed but not visited due to staff availability.

Attendees:

Jo Riddle, Deputy Town Clerk.

Andrew Huckerby, CMIOSH Health and Safety Consultant.

Purpose of Report

This document has been prepared on your behalf by Ellis Whittam Ltd and is an assessment of general health and safety risks as required by health and safety legislation. It also includes a fire risk assessment where Ellis Whittam are engaged to perform this work.

The primary purpose of this report is to comment on the existing risk control measures you have in place and provide you with the details of improvements required to your health and safety arrangements in order to comply with legislative requirements and best practice. A summary of the score attained under each hazard category is provided in Section B 'Scores by Section'. Any improvements required are identified as actions and appear in Section C 'Safety Action Plan' with a Priority Rating. Finally this report comments on the existing risk control measures you have in place which appear in Section D 'Assessment Report' along with an overall Risk Rating. An explanation of these ratings is provided on the following pages.

By completing the actions recommended within the timeframes stipulated you will improve health and safety conditions within your workplace. This means you will reduce the likelihood of an undesirable event occurring such as an accident and any legal action being taken against your company whether by the Regulator or in the civil courts. You will also benefit from improvements in operational efficiency and a motivated and contented workforce. To manage risks and actions identified in this report please use the EW Compliance Centre software.

In compiling this report every effort has been made to cover the significant hazards and risks likely to affect your organisation and is a result of the observations made by the consultant during their visit, documents examined and discussions held with your employees. It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered. The report should not be relied upon as a complete suite of risk assessments covering every aspect of your operation. Where appropriate you will be directed to carry out a more detailed and specific risk assessment. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

Important note: In some instances Ellis Whittam will carry out a Workplace Inspection instead of a general assessment. The type of work we have carried out will be described within the 'Scope' section. A Workplace Inspection is designed to provide an overview of your compliance with legislative requirements. It does not go into the same level of detail as an assessment. Sections B & C will appear in the report as described above. Section D will identify if a risk is being managed or not and will provide brief notes on how to achieve compliance. Unlike the assessment report a Workplace Inspection report does not provide an overall Risk Rating.

Should you require any advice or assistance please contact your dedicated health and safety consultant or call the Ellis Whittam Advice Line on: 0345 226 8393

About Risk Assessments

Risk assessment is an integral part of successful health and safety management and is a legal duty found in health and safety legislation including the Management of Health and Safety at Work Regulations 1999 and current fire safety legislation.

The effective management of health and safety will depend, amongst other things, on a suitable and sufficient risk assessment being carried out and the findings being used effectively. The findings from a risk assessment can be used to inform decisions as to whether any existing precautions or control measures are adequate, or whether additional prevention or control measures are needed.

This report provides a general risk assessment of the significant hazards and risks within your workplace. It is the starting point where you can decide whether you are doing all that is reasonably practicable in controlling the risks identified or whether a more detailed and specific risk assessment is required. For example you may have several pieces of machinery with dangerous parts that must be guarded. The report will identify the overall adequacy of guarding but you may be required to complete individual machinery risk assessments to take into account normal and non-routine activities such as maintenance.

About Workplace Inspections

If this report indicates it is a Workplace Inspection (refer to Scope section) then it provides a record of an inspection of the workplace and whether you are complying with health and safety legislative requirements or not. Where compliance is not achieved, the report will provide corrective action and a recommended timeframe to complete.

Remember your Ellis Whittam consultant is there to help and can be contacted for advice on how to achieve compliance.

Introduction

Terminology

Risk Assessment involves identifying the hazards present either in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require the risk assessments to be '**suitable and sufficient**' in that they should identify all the significant hazards present within the premises and its activities and should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are employees or others, such as members of the public.

Some health and safety law imposes an '**absolute**' duty which means that the law must be adhered to regardless of the time, effort and cost of doing so. This means that there is no reason that can be given to excuse not complying with the legal requirement.

Where the term '**reasonably practicable**' is used in health and safety law it means that a balance must be found between minimising the level of risk and the time and cost of doing so. The greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

Key Definitions

Throughout this report you will see reference to various ratings relating to [Priority](#) and [Risk](#). In Section B you will also find a summary of [Scores by Section](#). An explanation of these descriptors together with the section of the report they are found in is provided below:

[Compliance Scores – Section B Scores by Section](#)

This is a measure of the scores attained under each hazard section and takes into account any non-conformances and their significance.

Score 2 no non-conformances have been identified

Score 1 at least one Low non-conformance has been identified

Score 0 at least one Critical, High or Medium non-conformance has been identified

[Priority Rating - Section C Safety Action Plan](#)

This is a measure of the significance of the risk identified and how soon action should be taken.

“Critical” Immediate risk. Complete within 48hrs.

“High” Serious legal contravention. Complete within 7 days.

“Medium” Legal contravention. Complete within 3 months.

“Low” Minor contravention. Complete within 6 months.

[Risk Rating – Section D Assessment/Inspection Report](#)

This is an estimation of the overall risk after taking into consideration all existing control measures currently in place. The overall risk ratings shown below will only appear in General Risk Assessment reports and not Workplace Inspection reports.

“High Risk” relates to the highly probable occurrence of a fatal or major injury or irreversible health effect.

“Medium Risk” relates to the possibility of a serious injury or serious health effect.

“Low Risk” relates to the occurrence of a minor injury or reversible minor health effect.

B Scores by Section

MANAGEMENT & WORKPLACE

Score 93%

No	Compliance Point	Score		No	Compliance Point	Score	
1	MANAGEMENT OF H&S- POLICY	2	• • • •	60	FIRE SAFETY OVERVIEW- STAIRS & EXTERNAL ESCAPES	2	• • • •
2	MANAGEMENT OF H&S- ORGANISATION	2	• • • •	61	FIRE SAFETY OVERVIEW- FIRE EXTINGUISHERS	2	• • • •
3	MANAGEMENT OF H&S- MONITORING ETC	2	• • • •	62	FIRE SAFETY OVERVIEW- SIGNAGE	2	• • • •
4	MANAGEMENT OF H&S- COMMS & CONSULTATION	2	• • • •	63	FIRE SAFETY OVERVIEW- WEEKLY CHECKS	2	• • • •
5	MANAGEMENT OF H&S- TRAINING	2	• • • •	64	FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING	2	• • • •
6	MANAGEMENT OF H&S- RISK ASSESSMENT	2	• • • •	65	FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER	2	• • • •
7	MANAGEMENT OF H&S- ACCIDENTS ETC	2	• • • •	66	FIRST AID AT WORK- HAZARDS	2	• • • •
8	MANAGEMENT OF H&S- EMERGENCY PLANS	2	• • • •	67	FIRST AID AT WORK- PEOPLE AT RISK	2	• • • •
9	MANAGEMENT OF H&S- NOTICES	2	• • • •	68	FIRST AID AT WORK- NEEDS ASSESSMENT	2	• • • •
10	MANAGEMENT OF H&S- OTHER	2	• • • •	69	FIRST AID AT WORK- PERSONNEL	0	• (M) • •
11	WORKPLACE-PEOPLE AT RISK	2	• • • •	70	FIRST AID AT WORK- EQUIPMENT	2	• • • •
12	WORKPLACE-CLEANLINESS & WASTE	2	• • • •	71	FIRST AID AT WORK- OTHER	2	• • • •
13	WORKPLACE-DOORS & GATES	2	• • • •	72	LONE WORK- HAZARDS	2	• • • •
14	WORKPLACE-FALLS/FALLING OBJECTS	2	• • • •	73	LONE WORK- PEOPLE AT RISK	2	• • • •
15	WORKPLACE-FLOORS & TRAFFIC ROUTES	2	• • • •	74	LONE WORK- PROHIBITIONS	2	• • • •
16	WORKPLACE-LIGHTING	2	• • • •	75	LONE WORK- EMERGENCIES	2	• • • •
17	WORKPLACE-ROOM DIMENSIONS/SPACE	2	• • • •	76	LONE WORK- MONITORING/SUPERVISION	2	• • • •
18	WORKPLACE-SMOKING	2	• • • •	77	LONE WORK- MISCELLANEOUS	2	• • • •
19	WORKPLACE-TEMPERATURE	2	• • • •	78	LONE WORK- OTHER	2	• • • •
20	WORKPLACE-VENTILATION	2	• • • •	79	MANUAL HANDLING OPERATIONS- HAZARDS	2	• • • •
21	WORKPLACE-WELFARE	2	• • • •	80	MANUAL HANDLING OPERATIONS- PEOPLE AT RISK	2	• • • •
22	TRANSPARENT/TRANSLUCENT SURFACES	2	• • • •	81	MANAGING MANUAL HANDLING OPERATIONS	2	• • • •
23	WORKPLACE-WINDOW RESTRICTORS	2	• • • •	82	MANUAL HANDLING OPERATIONS- OTHER	2	• • • •

24	WORKPLACE-WORKSTATIONS & SEATING	2	• • • •	83	NEW/EXPECTANT MOTHERS- HAZARDS	2	• • • •
25	WORKPLACE-PEST CONTROL	2	• • • •	84	NEW/EXPECTANT MOTHERS- PEOPLE AT RISK	2	• • • •
26	WORKPLACE-OTHER	2	• • • •	85	NEW/EXPECTANT MOTHERS- RISK ASSESSMENT	2	• • • •
37	CONTRACTOR MANAGEMENT- HAZARDS	2	• • • •	86	NEW/EXPECTANT MOTHERS- - OTHER	2	• • • •
38	CONTRACTOR MANAGEMENT- PEOPLE AT RISK	2	• • • •	96	PASSENGER & GOODS LIFTS- HAZARDS	2	• • • •
39	CONTRACTOR MANAGEMENT- COMPETENCE	2	• • • •	97	PASSENGER & GOODS LIFTS- PEOPLE AT RISK	2	• • • •
40	CONTRACTOR MANAGEMENT- CHECKS/SUPERVISION	2	• • • •	98	PASSENGER & GOODS LIFTS- MAINTENANCE & EXAMINATION	2	• • • •
41	CONTRACTOR MANAGEMENT- OTHER	2	• • • •	99	PASSENGER & GOODS LIFTS- SAFETY MEASURES	2	• • • •
42	DISPLAY SCREENS- HAZARDS	2	• • • •	10...	PASSENGER & GOODS LIFTS- EMERGENCIES	2	• • • •
43	DISPLAY SCREENS- PEOPLE AT RISK	2	• • • •	10...	PASSENGER & GOODS LIFTS- PLANT ROOMS	2	• • • •
44	DISPLAY SCREENS- USER IDENTIFICATION	2	• • • •	10...	PASSENGER & GOODS LIFTS- OTHER	2	• • • •
45	DISPLAY SCREENS- INFORMATION ETC	2	• • • •	10...	PERSONAL PROTECTIVE EQUIPMENT- HAZARDS	2	• • • •
46	DISPLAY SCREENS- WORKSTATIONS	0	• (M) • •	10...	PERSONAL PROTECTIVE EQUIPMENT- PEOPLE AT RISK	2	• • • •
47	DISPLAY SCREENS- EYE TESTS	0	• (M) • •	10...	PERSONAL PROTECTIVE EQUIPMENT- CONTROLS	2	• • • •
48	DISPLAY SCREENS- CORRECTIVE APPLIANCES	0	• (M) • •	10...	PERSONAL PROTECTIVE EQUIPMENT- OTHER	2	• • • •
49	DISPLAY SCREENS- OTHER	2	• • • •	10...	STRESS MANAGEMENT- HAZARDS	2	• • • •
50	FIRE SAFETY OVERVIEW- HAZARDS	2	• • • •	10...	STRESS MANAGEMENT- PEOPLE AT RISK	2	• • • •
51	FIRE SAFETY OVERVIEW- FIRE SAFETY- PEOPLE AT RISK	2	• • • •	10...	STRESS MANAGEMENT- CONTROLS	0	• (M) • •
52	FIRE SAFETY OVERVIEW- RISK ASSESSMENT	2	• • • •	11...	STRESS MANAGEMENT- OTHER	2	• • • •
53	FIRE SAFETY OVERVIEW- EVACUATION PLANS	2	• • • •	11...	VIOLENCE AT WORK- HAZARDS	2	• • • •
54	FIRE SAFETY OVERVIEW- FIRE DRILLS	0	• (M) • •	11...	VIOLENCE AT WORK- PEOPLE AT RISK	2	• • • •
55	FIRE SAFETY OVERVIEW- DISABLED PERSONS	2	• • • •	11...	VIOLENCE AT WORK- POLICY	2	• • • •
56	FIRE SAFETY OVERVIEW- EMERGENCY SERVICES	2	• • • •	11...	VIOLENCE AT WORK- CASH HANDLING	2	• • • •
57	FIRE SAFETY OVERVIEW- DETECTION & ALARMS	2	• • • •	12...	VIOLENCE AT WORK- EMERGENCY RESPONSE	2	• • • •
58	FIRE SAFETY OVERVIEW- ASSEMBLY POINTS	2	• • • •	12...	VIOLENCE AT WORK- CCTV	2	• • • •
59	FIRE SAFETY OVERVIEW- FIRE DOORS	2	• • • •	12...	VIOLENCE AT WORK- OTHER	2	• • • •

AGRICULTURE & OUTSIDE WORK

Score 88%

No	Compliance Point	Score	No	Compliance Point	Score
13	CEMETERY SAFETY- HAZARDS	2	39	OUTSIDE WORK- WATER (COMMUNICATIONS)	2
14	CEMETERY SAFETY- PEOPLE AT RISK	2	40	OUTSIDE WORK- WATER (WORK PLATFORMS)	2
15	CEMETERY SAFETY- CONTROLS	2	41	OUTSIDE WORK- WATER (RESCUE)	2
16	CEMETERY SAFETY- OTHER	0	42	OUTSIDE WORK- WATER (PPE)	2
21	GROUNDS MAINTENANCE- HAZARDS	2	43	OUTSIDE WORK- WATER (BUOYANCY AIDS)	2
22	GROUNDS MAINTENANCE- PEOPLE AT RISK	2	44	OUTSIDE WORK- WATER (OTHER CONTROLS)	2
23	GROUNDS MAINTENANCE- RISK ASSESSMENT	2	45	OUTSIDE WORK- BIOLOGICAL HAZARDS	0
24	GROUNDS MAINTENANCE- STORAGE	2	46	OUTSIDE WORK- OVERHEAD POWER	2
25	GROUNDS MAINTENANCE- REFUELLING	2	47	OUTSIDE WORK- BURIED SERVICES	2
26	GROUNDS- TRAINING/AUTHORISATION	2	48	OUTSIDE WORK- OTHER	2
27	GROUNDS MAINTENANCE- GUARDING	2	49	RIDE ON MOWERS- HAZARDS	2
28	GROUNDS MAINTENANCE- NOISE & VIBRATION	0	50	RIDE ON MOWERS- PEOPLE AT RISK	2
29	GROUNDS MAINTENANCE- OTHER	2	51	RIDE ON MOWERS- RISK ASSESSMENT	0
34	OUTSIDE WORK- HAZARDS	2	52	RIDE ON MOWERS- INSPECTION/TEST ETC	2
35	OUTSIDE WORK- PEOPLE AT RISK	2	53	RIDE ON MOWERS- OPERATION	2
36	OUTSIDE WORK- HOT/COLD ENVIRONMENTS	2	54	RIDE ON MOWERS- PROTECTION/WARNING	2
37	OUTSIDE WORK- WEATHER	2	55	RIDE ON MOWERS- REFUELLING	2
38	OUTSIDE WORK- WATER (RISK ASSESSMENT)	2	56	RIDE ON MOWERS- OTHER	2

ENERGY USE & STORAGE

Score 90%

No	Compliance Point	Score	No	Compliance Point	Score
11	ELECTRICAL SAFETY- HAZARDS	2	16	ELECTRICAL SAFETY- OTHER	2
12	ELECTRICAL SAFETY- PEOPLE AT RISK	2	17	GAS- HAZARDS	2
13	ELECTRICAL SAFETY- FIXED WIRING	2	18	GAS- PEOPLE AT RISK	2
14	ELECTRICAL SAFETY- PORTABLE APPLIANCES	2	19	GAS- CONTROLS	0

15 ELECTRICAL SAFETY- OTHER CONTROLS 2 ● ● ● ●

20 GAS- OTHER 2 ● ● ● ●

HAZARDOUS SUBSTANCES & AGENTS

Score 91%

No	Compliance Point	Score	
1	ASBESTOS- HAZARDS	2	● ● ● ●
2	ASBESTOS- PEOPLE AT RISK	2	● ● ● ●
3	ASBESTOS SURVEY	2	● ● ● ●
4	ASBESTOS MANAGEMENT	0	● (M) ● ●
5	ASBESTOS- OTHER	2	● ● ● ●
6	COSHH- SUBSTANCES USED/PRODUCED	2	● ● ● ●
7	COSHH- HAZARDS	2	● ● ● ●
8	COSHH- PEOPLE AT RISK	2	● ● ● ●
9	COSHH- INFORMATION & ASSESSMENT	0	● (M) ● ●
10	COSHH-TRAINING & SUPERVISION	2	● ● ● ●
11	COSHH-STORAGE	2	● ● ● ●
12	COSHH- LOCAL EXHAUST VENTILATION	2	● ● ● ●
13	COSHH- PPE & RPE	2	● ● ● ●
14	COSHH- EMERGENCIES & HEALTH SURVEILLANCE	2	● ● ● ●
15	COSHH- OTHER	2	● ● ● ●
16	LEGIONELLA- HAZARDS	2	● ● ● ●
17	LEGIONELLA MANAGEMENT- PEOPLE AT RISK	2	● ● ● ●
18	LEGIONELLA MANAGEMENT- GENERAL CONTROLS	0	● (M) ● ●

No	Compliance Point	Score	
19	LEGIONELLA MANAGEMENT- COOLING TOWERS	2	● ● ● ●
20	LEGIONELLA MANAGEMENT- OTHER	2	● ● ● ●
21	NOISE AT WORK- HAZARDS	2	● ● ● ●
22	NOISE AT WORK- PEOPLE AT RISK	2	● ● ● ●
23	NOISE AT WORK- NOISE ASSESSMENT	2	● ● ● ●
24	NOISE AT WORK- CONTROL MEASURES	2	● ● ● ●
25	NOISE AT WORK- PPE	2	● ● ● ●
26	NOISE AT WORK- OTHER CONTROLS	2	● ● ● ●
27	NOISE AT WORK- ADDITIONAL	2	● ● ● ●
28	VIBRATION-HAZARDS	2	● ● ● ●
29	VIBRATION-PEOPLE AT RISK	2	● ● ● ●
30	VIBRATION-RISK ASSESSMENT	2	● ● ● ●
31	VIBRATION-HEALTH	2	● ● ● ●
32	VIBRATION-EQUIPMENT SELECTION & MAINTENANCE	2	● ● ● ●
33	VIBRATION-MANAGING EXPOSURE	2	● ● ● ●
34	VIBRATION-PPE	2	● ● ● ●
35	VIBRATION-OTHER	2	● ● ● ●

TOOLS, EQUIPMENT & SYSTEMS

Score 90%

No	Compliance Point	Score	
19	CHAINSAWS- HAZARDS	2	● ● ● ●

No	Compliance Point	Score	
37	GRINDING MACHINES- PEOPLE AT RISK	2	● ● ● ●

20	CHAINSAWS- PEOPLE AT RISK	2	• • • •	38	GRINDING MACHINES- CONTROLS PART 1	0	• (M) • •
21	CHAINSAWS- RISK ASSESSMENT	2	• • • •	39	GRINDING MACHINES- CONTROLS PART 2	0	• (M) • •
21	CHAINSAWS- COMPETENCE	2	• • • •	40	GRINDING MACHINES- OTHER	2	• • • •
22	CHAINSAWS- EQUIPMENT	2	• • • •	41	LADDERS & STEPLADDERS- HAZARDS	2	• • • •
23	CHAINSAWS- ADDITIONAL CONTROLS	2	• • • •	42	LADDERS & STEPLADDERS- PEOPLE AT RISK	2	• • • •
24	CHAINSAWS- OTHER	2	• • • •	43	LADDERS- CONTROLS	2	• • • •
29	COMPRESSED AIR- HAZARDS	2	• • • •	44	STEPLADDERS- CONTROLS	2	• • • •
30	COMPRESSED AIR- PEOPLE AT RISK	2	• • • •	45	LADDERS & STEPLADDERS- OTHER	2	• • • •
31	COMPRESSED AIR- EXAMINATION & SERVICING	0	• (M) • •	85	WORK EQUIPMENT- HAZARDS	2	• • • •
32	COMPRESSED AIR- SAFE USAGE	2	• • • •	86	WORK EQUIPMENT- PEOPLE AT RISK	2	• • • •
33	COMPRESSED AIR FED RESPIRATORS	2	• • • •	87	WORK EQUIPMENT- SUITABILITY	2	• • • •
34	COMPRESSED AIR- MISCELLANEOUS	2	• • • •	88	WORK EQUIPMENT- MAINTENANCE	2	• • • •
35	COMPRESSED AIR- OTHER	2	• • • •	89	WORK EQUIPMENT- SAFETY	2	• • • •
36	GRINDING MACHINES- HAZARDS	2	• • • •	90	WORK EQUIPMENT- OTHER	2	• • • •

TRANSPORT, MOVEMENT & STORAGE

Score 100%

No	Compliance Point	Score		No	Compliance Point	Score	
48	VEHICLE USE (NON-GOODS)- HAZARDS	2	• • • •	50	VEHICLE USE (NON-GOODS)- CONTROLS	2	• • • •
49	VEHICLE USE (NON-GOODS)- PEOPLE AT RISK	2	• • • •	51	VEHICLE USE (NON-GOODS)- OTHER	2	• • • •

ADDITIONAL TOPICS/OBSERVATIONS

Score 100%

No	Compliance Point	Score		No	Compliance Point	Score	
1	NOTES	2	• • • •				

C Safety Action Plan

Category	Priority Rating	Action Required	Suggested Completion	Completed By
FIRE SAFETY OVERVIEW- FIRE DRILLS - Action: Periodic drills not conducted	M	Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.	12/09/2019	
CEMETERY SAFETY- OTHER - Cemeteries- Additional observation 1	M	It is recommended that visual inspection of roads and pathways are periodically recorded (e.g. quarterly.)	12/09/2019	
DISPLAY SCREENS- WORKSTATIONS - Action: Assessments required	M	Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. A suitable form can be found in the client login area of the Ellis Whittam website.	12/09/2019	
DISPLAY SCREENS- EYE TESTS - Action: Offer eyesight tests to all users	M	All Users must be offered an eye and eyesight test carried out by an Optician, at no cost to the employee.	12/09/2019	
DISPLAY SCREENS- EYE TESTS - Action: Record details of tests	M	Record details of employees who take up the eye test. Repeat eye tests are at the discretion of the Optician or if an employee suffers eye problems.	12/09/2019	
DISPLAY SCREENS- CORRECTIVE APPLIANCES - Action: Corrective appliances not provided	M	Provide corrective appliances (usually spectacles) for those employees identified by the Optician as needing them for the sole use of the computer.	12/09/2019	
DISPLAY SCREENS- CORRECTIVE APPLIANCES - Action: Records not kept	M	Keep records of employees issued with corrective appliances.	12/09/2019	
FIRST AID AT WORK- PERSONNEL - Action: Adequate number of first aiders (EFAW trained) required	M	It was advised that existing first aid certificates had expired. As determined by your first aid needs assessment, provide trained first aiders to cover all working shifts and other absences (e.g. Holidays, sickness etc). Your first aiders should be trained in the Emergency First Aid at Work qualification.	12/09/2019	
STRESS MANAGEMENT- CONTROLS - Action: Support system required	M	Arrangements should be made to allow access for employees to support / counselling should the need arise.	12/09/2019	
GROUND MAINTENANCE- NOISE & VIBRATION - Action: Risk assessments required	M	Carry out a specific risk assessment for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration. Your EW consultant may assist with this matter.	12/09/2019	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
OUTSIDE WORK- BIOLOGICAL HAZARDS - Action: Suitable vaccinations against biological hazards required	M	Offer vaccinations for employees exposed to biological agents e.g. Hepatitis B, Tetanus etc.	12/09/2019	
RIDE ON MOWERS- RISK ASSESSMENT - Action: Risk assessment required	M	Ensure a risk assessment has been carried out for the mowers operations.	12/09/2019	
RIDE ON MOWERS- RISK ASSESSMENT - Action: Assessment should consider terrain & ground collapse	M	Ensure the assessment includes potentially hazardous terrain such as ditches, holes, embankments or other area which may prone to collapse.	12/09/2019	
RIDE ON MOWERS- RISK ASSESSMENT - Action: Ensure operators briefed	M	Ensure Operators briefed on the risk assessments.	12/09/2019	
GAS- CONTROLS - Action: Identify isolators	M	Identify the location of the gas isolation valves. In an emergency situation, clear signs can direct people quickly to the gas isolation valves.	12/09/2019	
ASBESTOS MANAGEMENT - Action: Asbestos register not available	M	Prepare or obtain a written plan that sets out the location of the asbestos containing material and how the risk will be managed and the steps to be taken to put the plan into action.	12/09/2019	
ASBESTOS MANAGEMENT - Action: Asbestos procedures not in place	M	Establish a procedure whereby any contractor liable to disturb any asbestos containing material present is made aware of its location.	12/09/2019	
COSHH- INFORMATION & ASSESSMENT - Action: Inventory of substances required	M	Ensure a list of the hazardous substances used, stored on, or transported from the premises has been compiled.	12/09/2019	
COSHH- INFORMATION & ASSESSMENT - Action: Safety data sheets not obtained	M	Ensure that for all hazardous substances used a copy of the supplier's health and safety data sheet has been obtained.	12/09/2019	
COSHH- INFORMATION & ASSESSMENT - Action: COSHH assessments required	M	Ensure a COSHH Assessment has been carried out for each hazardous substance in use or created.	12/09/2019	
COSHH- INFORMATION & ASSESSMENT - Action: Ensure substances assessed before first use	M	Develop a management system that ensures before anticipated exposure to hazardous substance a COSHH assessment is first completed and any actions determined put into place.	12/09/2019	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Cold water entering building not monitored	M	Carry out a monthly check on the cold water entering the building and cold water at locations around the premises to verify that the temperature is below 20°C, the minimum growth temperature for Legionella bacteria. Record all readings.	12/09/2019	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Hot water monitoring required	M	Carry out a monthly check on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings.	12/09/2019	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Temperature of stored hot water inadequate	M	Check the boiler settings to ensure that water is being heated for distribution to taps and showers to 60°C.	12/09/2019	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Hot water tanks/calorifiers not inspected	M	Ensure that hot water tanks and calorifiers are inspected on an annual basis. Record all findings.	12/09/2019	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Checks and sampling not recorded	M	Keep records of all checks and samples taken. Records should be kept for 2 years.	12/09/2019	
COMPRESSED AIR- EXAMINATION & SERVICING - Action: Written scheme of examination required	M	Ensure that for compressed air systems over 250 bar/litre capacity arrange for a written scheme of inspection of the pressure system by a competent person (Insurance Company Engineer) to determine the frequency of the examination and testing necessary to ensure the system and that it remains safe to use. The written scheme of inspection should be available for inspection.	12/09/2019	
COMPRESSED AIR- EXAMINATION & SERVICING - Action: Test system as per written scheme	M	Ensure that the pressure system is examined and tested in accordance with the written scheme by a competent person. Retain records of all inspection and testing	12/09/2019	
GRINDING MACHINES- CONTROLS PART 1 - Action: Tool rests in poor condition	M	Replace the tool rests. Tool rests should provide a secure work platform for carrying out work on bench and pedestal grinding machines. Worn rests could cause the work piece to slip and the operator could come into contact with the revolving abrasive wheel.	12/09/2019	
GRINDING MACHINES- CONTROLS PART 2 - Action: Eye protection shields not fitted to machines	M	Provide eye protection shields on the fixed grinding machines.	12/09/2019	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
GRINDING MACHINES- CONTROLS PART 2 - Action: Insufficient number of staff trained in mounting wheels		Train additional employees in the mounting of abrasive wheels.	12/09/2019	

MANAGEMENT OF H&S- POLICY

Current control: Policy is current

The Health and Safety Policy is current and up to date.

Current control: Policy available to staff

The Health and Safety Policy is made available to all staff.

MANAGEMENT OF H&S- ORGANISATION

Current control: Effective structure in place

The organisation has an effective structure in place for the management of health and safety.

Current control: Overall responsibility accepted

The most senior member of the management team has accepted that they have overall and final responsibility for the safe running of the business.

Current control: Reporting of H&S concerns adequate

Staff have been informed to whom they should report any concerns about health and safety issues, so that the management can address them.

MANAGEMENT OF H&S- MONITORING ETC

Current control: Monitoring carried out

Monitoring of health and safety controls and standards is carried out and recorded.

Current control: H&S plan developed

There is a Health and Safety action plan, which is prioritised and monitored to ensure that actions are taken within a suitable time frame. Actions are also allocated to specific individuals.

Current control: H&S performance criteria established

The company has established performance criteria for health and safety.

Current control: H&S performance reported

Performance for health and safety is fed back to the most senior level of the organisation.

MANAGEMENT OF H&S- COMMS & CONSULTATION

Current control: Staff involvement

Suitable arrangements are in place for regularly communicating with and consulting staff on Health and Safety matters.

Current control: H&S on meeting agendas

Health and Safety is a regular agenda item on meetings that are held with staff.

MANAGEMENT OF H&S- TRAINING

Current control: Induction training includes H&S

Induction training for new staff includes health and safety subjects.

Current control: Basic H&S training in place

Arrangements have been made for staff to be given basic Health and Safety training.

Current control: Specific training needs identified

Jobs with specific training needs have been identified and arrangements have been made for staff to be given job specific Health and Safety training. This includes ensuring all legal requirements for training have been met (for example first-aid training).

Current control: Training records kept

Accurate records of the training provided are maintained.

Current control: Training needs reassessment/review

Training needs are re-assessed and reviewed:- As jobs change; - As a result of health and safety monitoring;- As a result of accidents, incidents and cases of ill-health;- Where risk assessments identify a need.And refresher training is carried out as and when needed.

Current control: E-learning

E-learning is used to provide staff with training on health, safety and other subjects as part of the organisation's training programme.

MANAGEMENT OF H&S- RISK ASSESSMENT

Current control: Risk assessments in place

Risk assessments are in place for the organisation's activities.

Current control: Carried out by competent persons

Risk assessments are carried out by suitably competent persons.

Current control: Risk assessment reviews undertaken

A programme of risk assessment review is established and risk assessment reviews are recorded.

Current control: Staff informed of findings

Staff are informed of the risks and precautions established in the risk assessments.

MANAGEMENT OF H&S- ACCIDENTS ETC

Current control: Reporting procedure in place

There is a near miss or incident reporting procedure in place and staff have been made aware of it.

Current control: Investigations conducted

All serious accidents and/or incidents are investigated to determine the probable cause and if any actions have been identified to prevent reoccurrence.

Current control: Accident book provided

An Accident Book is provided for the recording of accidents.

Current control: Ill-health reporting in place

There are arrangements in place to report any work-related ill-health.

Current control: RIDDOR reporting arrangements in place

Suitable arrangements are in place for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

MANAGEMENT OF H&S- NOTICES

Current control: H&S law poster displayed

The Health and Safety Law poster is of the currently approved type and is displayed in a conspicuous position.

Current control: Employer's liability certificate displayed

A copy of the employers' liability insurance certificate is displayed or is available in electronic form to all employees.

Current control: No smoking signs displayed

No smoking signs are displayed at entrance to buildings.

WORKPLACE-PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 4

Visitors

People at risk 7

Service users

WORKPLACE-CLEANLINESS & WASTE

Current control: Good decorative order

The furniture, walls and floors are kept clean and in good decorative order.

Current control: General housekeeping adequate

General housekeeping is adequate and the accommodation is tidy and free from any waste build up and any slipping or tripping hazards.

Current control: Adequate/suitable waste receptacles

Adequate and suitable waste receptacles are provided throughout the workplace.

WORKPLACE-FALLS/FALLING OBJECTS

Current control: Stored materials etc stable

Stored materials and objects are stable.

Current control: Suitable shelving

Shelving is strong and secure and suitable for the materials stored on it.

WORKPLACE-FLOORS & TRAFFIC ROUTES

Current control: Floors free of trips & slips

The floors are free from slipping and tripping hazards.

Current control: Floors in good condition

The floors/floor coverings are in good condition.

Current control: Roads/paths in good condition

Roadways and pathways are in good condition and are free from tripping hazards, such as potholes etc.

Current control: Outdoor surfaces suitably maintained

The outdoor surfaces are suitably drained and arrangements made to clear snow or ice in winter months.

Current control: Suitable handrails on stairs & steps

Suitable handrails are fitted to stairs.

Current control: Pedestrian & vehicle routes well organised

Pedestrian and vehicle traffic routes are organised to ensure safe working practices.

WORKPLACE-LIGHTING

Current control: Sufficient indoor lighting

The workplace including stairs and facilities are sufficiently lit by a combination of natural light and artificial lighting.

Current control: Sufficient traffic route lighting

Lighting on traffic routes is adequate so people/vehicles can move around safely.

Current control: Sufficient external lighting

Adequate lighting is provided to all of the external areas.

WORKPLACE-ROOM DIMENSIONS/SPACE

Current control: Workrooms have sufficient space

Workrooms have enough free space to allow people to get to and from workstations and to move with ease.

WORKPLACE-SMOKING

Current control: No smoking policy in place and adhered to

A 'No Smoking' policy is in place throughout the premises and no evidence of illicit smoking was observed.

WORKPLACE-TEMPERATURE

Current control: Suitable temperature maintained

Workroom temperature is suitably maintained at a comfortable level and at least 16°C for office areas and 13°C for when work involves substantial physical activity.

Current control: Rest areas & other facilities at suitable temperature

Rest areas and toilets are maintained at a comfortable level.

WORKPLACE-VENTILATION

Current control: Adequate supply of air

An adequate supply of air is provided either through mechanical ventilation or windows, such that stale air is removed.

Current control: Air inlets suitably positioned

Air inlets are positioned away from any flues and exhaust ventilation systems.

WORKPLACE-WELFARE

Current control: Suitable & sufficient sanitary facilities

Suitable and sufficient sanitary conveniences are provided and readily accessible.

Current control: Sanitary facilities have warm water, soap and drying facility

Sanitary conveniences have hot water, soap and means of drying.

Current control: Sanitary facilities adequately ventilated, lit etc

Sanitary conveniences are suitably ventilated, lit and kept clean.

Current control: Adequate supply of drinking water

An adequate supply of water is readily available and cups provided.

Current control: Suitable & sufficient rest areas

Suitable and sufficient rest areas are provided with seating and with clean surface on which to place food.

Current control: Hot drink can be obtained/prepared

The rest area includes the facility to prepare or obtain a hot drink.

TRANSPARENT/TRANSLUCENT SURFACES

Current control: Apparent or suitably marked

Transparent or translucent surfaces are apparent or suitably marked.

Current control: Need for safety glass assessed and provided where required

The premises have been assessed to determine if safety glass is required and appropriate safety glass has been fitted in all areas where it is required.

Current control: Safe cleaning of windows

Windows can be cleaned safely.

WORKPLACE-WORKSTATIONS & SEATING

Current control: Suitable workstations & seating provided

Suitable seating and workstations are provided for workers which enable them to undertake their roles safely and comfortably.

Current control: Seating provides adequate support

Seating provided gives adequate support for the lower back and footrests are provided for those that need them.

WORKPLACE-OTHER

Workplace- Additional observation 1

A mental health group uses the upstairs meeting room one day each week. It was advised that the risk of vulnerable persons falling from windows has been assessed and due to the high level of supervision window restrictors were not required.

CONTRACTOR MANAGEMENT- HAZARDS

Hazard (High/Medium/Low): Injury to contractors

Medium

Hazard (High/Medium/Low): Injury to staff

Medium

Hazard (High/Medium/Low): Injury to public

Medium

CONTRACTOR MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Members of the public

People at risk 4

Visitors

People at risk 7

Service users

CONTRACTOR MANAGEMENT- COMPETENCE

Current control: Contractor competence checked

The level of competency of the contractor to carry out the work is confirmed prior to engagement of contractor.

Current control: Contractors provided with relevant information

Contractors are provided with relevant information on your safety policy and applicable rules.

Current control: Contractor provides RAMS

Risk assessments and method statements that are required have been provided, checked and considered adequate prior to the commencement of work.

Current control: Contractor holds adequate insurance

The contractor holds adequate insurance for the task to be carried out. This may include public liability, employer's liability and/or professional indemnity insurance.

Current control: Contractors do not subcontract without permission

Contractors do not sub contract work out to a third party without the express permission of the client and relevant checks of the subcontractor being carried out.

CONTRACTOR MANAGEMENT- CHECKS/SUPERVISION

Current control: Checks carried out

Checks are carried out to ensure installation and/or working practices are carried out correctly and recorded where appropriate.

DISPLAY SCREENS- HAZARDS

Hazard (High/Medium/Low): Musculoskeletal injuries due to poor posture

Medium

Hazard (High/Medium/Low): Unsuitable furniture/bad workstation design

Medium

Hazard (High/Medium/Low): RSI due to heavy workload using the keyboard/mouse

Medium

Hazard (High/Medium/Low): Eyestrain due to poor lighting

Medium

Hazard (High/Medium/Low): Unsuitable computer screen

Low

Hazard (High/Medium/Low): Incorrectly positioned screen

Low

DISPLAY SCREENS- PEOPLE AT RISK

People at risk 3

DSE users

DISPLAY SCREENS- USER IDENTIFICATION

Current control: Some employees are users

Some employees have been identified as users.

DISPLAY SCREENS- INFORMATION ETC

Current control: Information etc provided to users

DSE Users have been provided with information, instruction and training on how to set up their workstation.

DISPLAY SCREENS- WORKSTATIONS

M Action: Assessments required

LAST ACTION

Not actioned

Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. A suitable form can be found in the client login area of the Ellis Whittam website.

DISPLAY SCREENS- EYE TESTS

M Action: Offer eyesight tests to all users

All Users must be offered an eye and eyesight test carried out by an Optician, at no cost to the employee.

LAST ACTION

Not actioned

M Action: Record details of tests

Record details of employees who take up the eye test. Repeat eye tests are at the discretion of the Optician or if an employee suffers eye problems.

LAST ACTION

Not actioned

DISPLAY SCREENS- CORRECTIVE APPLIANCES

M Action: Corrective appliances not provided

Provide corrective appliances (usually spectacles) for those employees identified by the Optician as needing them for the sole use of the computer.

LAST ACTION

Not actioned

M Action: Records not kept

Keep records of employees issued with corrective appliances.

LAST ACTION

Not actioned

FIRE SAFETY OVERVIEW- HAZARDS

Hazard (High/Medium/Low): Sources of Ignition: e.g. electricity, gas equipment & smoking.

Medium

Hazard (High/Medium/Low): Combustible material: e.g. paper, packaging, fixtures and furnishings

Medium

Hazard (High/Medium/Low): Inadequate means of detection/ alarm systems

Medium

Hazard (High/Medium/Low): Inadequate controls, emergency procedures, training, drills etc

Medium

Hazard (High/Medium/Low): Inadequate access and arrangements for emergency services

Medium

FIRE SAFETY OVERVIEW- FIRE SAFETY- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Members of the public

People at risk 4

Visitors

People at risk 7

Service users

FIRE SAFETY OVERVIEW- RISK ASSESSMENT

Current control: Risk assessment carried out

A specific fire risk assessment has been carried out.

Current control: Risk assessment reviewed periodically

The fire risk assessment is reviewed periodically.

Current control: Action plan in place or in progress

The recommendations from the fire risk assessment have been implemented or an action plan is in place to address outstanding recommendations.

FIRE SAFETY OVERVIEW- EVACUATION PLANS

Current control: Evacuation plan prepared

A fire evacuation plan has been prepared.

Current control: Employees trained/familiar with plan

All employees have been given instructions and training in the fire evacuation plan and are familiar with their role in the evacuation plan

Current control: Arrangements made with other building occupants

Arrangements have been made with other occupants of the building to ensure the safety of employees and others in the event of fire.

FIRE SAFETY OVERVIEW- FIRE DRILLS

(M) Action: Periodic drills not conducted

Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.

LAST ACTION

Not actioned

FIRE SAFETY OVERVIEW- DISABLED PERSONS

Current control: General arrangements in place

General arrangements are in place for the evacuation of disabled persons. An evacuation chair has been provided and staff trained in its use.

FIRE SAFETY OVERVIEW- EMERGENCY SERVICES

Current control: Procedures in place for calling emergency services

Suitable procedures are in place for the calling of emergency services.

Current control: Arrangements in place to liaise with emergency services

Arrangements are in place to liaise with the emergency services in the event of a fire.

FIRE SAFETY OVERVIEW- DETECTION & ALARMS

Current control: Automatic fire alarm fitted

The premises are fitted with an automatic fire alarm, which includes automatic detection of fire/smoke.

Current control: Fire alarm audible in all occupied areas

The fire alarm is audible in all occupied parts of the building.

Current control: Weekly fire alarm tests conducted

The fire alarm is tested at weekly intervals, from a different call point, by in-house personnel for compliance with the current standards and suitable records are maintained.

Current control: Fire alarm serviced at suitable intervals

The fire alarm system is subjected an annual service by a competent person/company, (this may be in the form of two six monthly service, four quarterly visits or any other pattern that ensures no more than 12 months has elapsed since any device received attention).

FIRE SAFETY OVERVIEW- ASSEMBLY POINTS

Current control: Suitable assembly point arrangements in place

A designated fire assembly point has been provided. The designated assembly point is clearly signed, or where not possible, staff are aware of the location. The location of the assembly point is clearly shown on fire action notices.

FIRE SAFETY OVERVIEW- FIRE DOORS

Current control: Functioning fire doors fitted

Fully functioning self closing fire resistant doors are fitted to protect fire escape routes.

FIRE SAFETY OVERVIEW- STAIRS & EXTERNAL ESCAPES

Current control: Staircases have colour-contrasting nosings

Staircases have colour contrasting stair nosings.

Current control: External escape in good condition

The external fire escape(s) appeared to be in good condition.

Current control: External escape subject to planned maintenance regime

External fire escape(s) subject to a planned maintenance regime including inspection and periodic weather treatments (if applicable).

FIRE SAFETY OVERVIEW- FIRE EXTINGUISHERS

Current control: Adequate, suitably positioned fire extinguishers provided

An adequate amount of fire extinguishers, located on fire exit routes or at final exits, have been provided.

Current control: Extinguishers serviced

All fire extinguishers are annually inspected and serviced by a competent person.

Current control: Employees trained how to use extinguishers

Employees have been trained on the operational use of portable fire extinguishers.

FIRE SAFETY OVERVIEW- SIGNAGE

Current control: Suitable fire signs displayed

Fire safety signs conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations.

Current control: Warnings displayed on lifts

All lifts are signed as to the prohibition of their use in event of a fire/emergency.

Current control: Fire action notices displayed

Signs and/or notices specifying the action to be taken in the event of a fire are clearly displayed around the premises.

FIRE SAFETY OVERVIEW- WEEKLY CHECKS

Current control: Weekly checks conducted

Weekly fire checks include verifying that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used.

FIRE SAFETY OVERVIEW- EMERGENCY LIGHTING

Current control: Adequate emergency lighting provided

Means of escape routes within the building and final exits have adequate emergency lighting.

Current control: Monthly tests conducted

The emergency lighting system is tested monthly by in-house personnel.

Current control: Emergency lighting system serviced/inspected

Emergency lighting undergoes an annual service inspection.

Current control: Tests recorded

All emergency lighting tests are recorded.

FIRST AID AT WORK- HAZARDS

Hazard (High/Medium/Low): Delayed response leading to injuries/ill health being exacerbated.

Medium

FIRST AID AT WORK- PEOPLE AT RISK

People at risk 1

All employees

FIRST AID AT WORK- NEEDS ASSESSMENT

Current control: Needs assessment completed

A first aid needs assessment has been completed to determine the type and level of first aid provision required in the workplace.

FIRST AID AT WORK- PERSONNEL

M Action: Adequate number of first aiders (EFAW trained) required

It was advised that existing first aid certificates had expired. As determined by your first aid needs assessment, provide trained first aiders to cover all working shifts and other absences (e.g. Holidays, sickness etc). Your first aiders should be trained in the Emergency First Aid at Work qualification.

LAST ACTION

Not actioned

FIRST AID AT WORK- EQUIPMENT

Current control: First aid kits provided

First aid kits are provided at key locations accessible to all employees.

Current control: Persons nominated to check kits

Persons have been nominated to regularly check all first aid kits and ensure they remain in date and fully stocked. Records are kept of these checks

Current control: Company vehicles have first aid kits

Company vehicles are provided with first aid kits; these kits are regularly checked and the results recorded

LONE WORK- HAZARDS

Hazard (High/Medium/Low): Delayed access to first aid/emergency services etc.

Medium

Hazard (High/Medium/Low): Unsafe use of work equipment

Medium

Hazard (High/Medium/Low): Manual handling activities

Medium

Hazard (High/Medium/Low): Lack of supervision

Medium

Hazard (High/Medium/Low): Violence / Aggression

Medium

LONE WORK- PEOPLE AT RISK

People at risk 1

Lone workers

LONE WORK- PROHIBITIONS

Current control: Chainsaw work prohibited

Working with chainsaws is prohibited when working alone.

LONE WORK- EMERGENCIES

Current control: Satisfactory emergency provisions in place

The provisions in place for lone workers with regards to emergencies (e.g. fire, equipment failure, illness, accidents etc.) are satisfactory.

Current control: Mobile communications available

Lone workers have access to mobile communications (mobile phone, 2 way radio.)

LONE WORK- MONITORING/SUPERVISION

Current control: Relevant monitoring of information

Monitoring systems in place record relevant information (e.g. the lone workers' current location, when the lone worker has finished at their last location for the day.)

Current control: Periodic supervision in place

Lone workers are periodically supervised to ensure that safe practices are being adhered to.

LONE WORK- MISCELLANEOUS

Current control: Risk assessment undertaken

Risk assessments cover the work undertaken by lone workers.

Current control: Limits set on lone working

Limits have been set on what work can be done alone.

Current control: Manual handling

Items can be lifted safely by lone workers.

MANUAL HANDLING OPERATIONS- HAZARDS

Hazard (High/Medium/Low): Musculoskeletal injuries

Manual handling of equipment and materials.

MANUAL HANDLING OPERATIONS- PEOPLE AT RISK

People at risk 1

All employees

MANAGING MANUAL HANDLING OPERATIONS

Current control: Manual handling avoided

Wherever practicable the manual handling of loads likely to result in a risk of injury is avoided.

Current control: Manual handling risks assessed

Manual handling assessments have been completed where activities are likely to cause a risk of injury.

Current control: Manual handling training provided

Manual handling training has been provided for employees identified as being at risk based on Task / Individual / Load / Environment methodology.

Current control: PPE provided

Protective clothing is issued to employees to minimise the risk of manual handling injuries and does not impede the wearers ability to safely undertake manual handling duties

NEW/EXPECTANT MOTHERS- HAZARDS

Hazard (High/Medium/Low): Violence

Medium

Hazard (High/Medium/Low): Manual handling

Medium

NEW/EXPECTANT MOTHERS- PEOPLE AT RISK

People at risk

New and expectant mothers

NEW/EXPECTANT MOTHERS- RISK ASSESSMENT

Current control: Assessments conducted

Suitable arrangements are in place to assess the risks for any new or expectant mothers at work. For expectant mothers the assessment includes any hazardous chemicals which could affect either the mother or the foetus.

Current control: Assessments reviewed

Once the initial assessment has been carried out, it is frequently reviewed and updated as the pregnancy develops to ensure that it remains relevant throughout the pregnancy and/or period of breast feeding.

Current control: Assessment findings communicated

Women of childbearing age are informed of the significant findings of the assessment and what they need to do if they become pregnant.

Current control: Alternative work

If the risks to a pregnant worker or her child cannot be reduced to an acceptable level, she is suspended from work on paid leave for as long as necessary.

PASSENGER & GOODS LIFTS- HAZARDS

Hazard (High/Medium/Low): Failure of the lifting equipment.

Medium

Hazard (High/Medium/Low): Access to moving parts of the lifting gear.

High

Hazard (High/Medium/Low): Maintenance of the lifting equipment.

Medium

Hazard (High/Medium/Low): Entrapment within the lift car.

Low

PASSENGER & GOODS LIFTS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Visitors

People at risk 3

Contractors

People at risk 4

Service users

PASSENGER & GOODS LIFTS- MAINTENANCE & EXAMINATION

Current control: Thorough examination performed

Lifts are thoroughly examined by a competent person at appropriate intervals. (Every 6 months.)

Current control: Test certificates retained

Current test certificates (for the lift) are kept readily available for inspection.

Current control: Service contract in place

A service contract is established for lifts to ensure they are regularly maintained, inspected and tested.

PASSENGER & GOODS LIFTS- SAFETY MEASURES

Current control: Lift doors interlocked

Lift doors are interlocked to prevent access to the lift shaft when the lift car is not present at the landing.

Current control: Safe working load displayed

A notice specifying the maximum permitted safe working load is conspicuously displayed inside the lift car.

Current control: Employees advised about overloading lift

Employees have been warned of the hazards associated with overloading the lift.

Current control: Audible alarm/phone fitted

The lift car is fitted with an audible alarm button/telephone.

Current control: Alarm/phone checked & tests recorded

The audible alarm/telephone is checked regularly and records of these tests are retained.

PASSENGER & GOODS LIFTS- EMERGENCIES

Current control: Warnings about use of lifts in emergencies displayed

Suitable warning notices are displayed at the lift landings to warn people not to use the lift in the event of fire or emergency.

Current control: Staff trained for lift stopping between floors

Designated members of staff have been trained in the procedure to be followed in the event of the lift stopping between floors.

Current control: Arrangements for callout if lift stops between floors

Arrangement exists with the local Fire Brigade/lift servicing contractor for calling out a service engineer to release occupants if the lift stops between floors.

PASSENGER & GOODS LIFTS- PLANT ROOMS

Current control: Access restricted

Access to the lift plant room is restricted.

PERSONAL PROTECTIVE EQUIPMENT- HAZARDS

Hazard (High/Medium/Low): Failure to provide the correct PPE for the risks involved.

Medium

Hazard (High/Medium/Low): Failure of Employees to wear the designated PPE.

Medium

Hazard (High/Medium/Low): Worn, damaged or ineffective PPE.

Medium

PERSONAL PROTECTIVE EQUIPMENT- PEOPLE AT RISK

People at risk 1

Grounds Maintenance Staff

PERSONAL PROTECTIVE EQUIPMENT- CONTROLS

Current control: Risk assessments carried out

Risk assessments have been carried out to determine the need for PPE.

Current control: Appropriate PPE issued

Employees are issued with PPE appropriate to the hazards to which they may be exposed.

Current control: PPE issue recorded

Records are kept of PPE issued.

Current control: Staff trained

Employees receive instruction and training in the wearing of PPE.

Current control: Adequate procedure for reporting defective PPE

A procedure has been established to enable employees to report defective PPE.

Current control: Wearing of PPE enforced

Supervisors enforce the wearing of PPE.

Current control: Adequate PPE storage

Appropriate accommodation is provided for the storage of PPE when it is not in use.

Current control: PPE issued on an individual basis

PPE is issued on a personal basis where sharing may result in hygiene issues.

Current control: PPE does not increase risk

The PPE does not increase the overall risk to the employee.

Current control: Items of PPE compatible

Where different items of PPE are required to be worn they are compatible with each other.

Current control: PPE periodically checked

PPE is periodically checked to ensure it remains effective against the risk for which it is designed.

STRESS MANAGEMENT- HAZARDS

Hazards

Increased occupational ill health. poor performance from fatigue/debility affecting concentration, increased absence, high staff turnover, low morale. MEDIUM

STRESS MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

STRESS MANAGEMENT- CONTROLS

Current control: Stress policy in place

A stress policy has been adopted by the company and is made available to all employees.

Current control: Bullying/harassment policy in place

A bullying/harassment policy is in place.

Current control: Information for staff available

Information on stress is made available to employees. A process is established for individual assessment for employees who experience stress or related mental health issues.

M Action: Support system required

Arrangements should be made to allow access for employees to support / counselling should the need arise.

LAST ACTION

Not actioned

VIOLENCE AT WORK- HAZARDS

Hazard (High/Medium/Low): Physical violence

Medium

Hazard (High/Medium/Low): Aggressive behaviour

Medium

Hazard (High/Medium/Low): Verbal abuse

Medium

VIOLENCE AT WORK- PEOPLE AT RISK

People at risk 1

All employees

VIOLENCE AT WORK- POLICY

Current control: Policy devised & implemented

A specific policy on violence at work has been devised and implemented.

Current control: Employees instructed/informed

A programme of instructing employees in the policy on violence has been implemented.

Current control: Incidents record/investigated

A form is used to record all incidents of verbal and physical abuse, including threats, endured by employees and a thorough investigation is completed.

VIOLENCE AT WORK- EMERGENCY RESPONSE

Current control: Access to sensitive areas strictly controlled

Strict controls are in place regarding the access of unauthorised personnel to sensitive and/or restricted areas of the premises.

VIOLENCE AT WORK- CCTV

Current control: CCTV in place

Closed Circuit Television Viewing (CCTV) recording facilities are provided that cover vulnerable/restricted areas.

Current control: CCTV maintained/serviced

All CCTV facilities/surveillance equipment is subject to documented annual maintenance and servicing arrangements and all records are retained on the premises.

Current control: Signage in place to advertise levels of security

Clear, well positioned signs advertising levels of security were displayed.

2 AGRICULTURE & OUTSIDE WORK

CEMETERY SAFETY- HAZARDS

Hazard (High/Medium/Low): Collapse of memorials

Medium

Hazard (High/Medium/Low): Collapse of excavations

Medium

Hazard (High/Medium/Low): Slips, trips and falls

Medium

CEMETERY SAFETY- PEOPLE AT RISK

People at risk 2

Grounds Maintenance Staff

People at risk 3

Grave diggers

People at risk 4

Members of the public

CEMETERY SAFETY- CONTROLS

Current control: Memorial stones surveyed & results recorded

Memorial stones are surveyed for structural integrity. Surveys of memorial stones are recorded.

Current control: Dangerous memorials taped off with warnings posted

Dangerous memorial stones are taped off and warnings posted.

Current control: Staff report dangerous memorials

Groundsmen are required to report any dangerous memorial stones.

Current control: Groundsmen trained in memorial surveying

Groundsmen are trained to survey memorial stones.

CEMETERY SAFETY- OTHER

M Cemeteries- Additional observation 1

It is recommended that visual inspection of roads and pathways are periodically recorded (e.g. quarterly.)

LAST ACTION

Not actioned

GROUNDS MAINTENANCE- HAZARDS

Hazard (High/Medium/Low): Vehicles

Medium

Hazard (High/Medium/Low): Moving machinery

Medium

GROUNDS MAINTENANCE- PEOPLE AT RISK

People at risk 2

Grounds Maintenance Staff

People at risk 4

Members of the public

GROUNDS MAINTENANCE- RISK ASSESSMENT

Current control: Site-specific risk assessments completed

A site specific risk assessment has been completed for each working location and/or site.

Current control: Refuelling operations included

Refuelling operations have been included in the assessment.

Current control: Personnel briefed

Personnel have been briefed on the risk assessment(s).

Current control: Copies of RA's available on site

A copy of all risk assessments and supporting documentation is available on site.

GROUNDS MAINTENANCE- STORAGE

Current control: Equipment etc stored in vehicle

Stores and equipment are secured in the rear section of the vehicle when not in use.

Current control: Flammable class containers used for fuels

Fuels are stored in suitable flammable class containers.

Current control: Fuels secured in transportable flammables unit

All fuels are secured in a transportable flammables storage unit.

Current control: Flammables containers secured in vehicle

Flammable containers are secured in the rear section of the vehicle when not in use.

GROUNDS MAINTENANCE- REFUELLING

Current control: Fuel requirements assessed prior to work

The fuel requirements for each site are assessed before leaving for the work site.

Current control: Required fuels carried in suitable containers

The estimated quantities of fuel are transferred into the appropriate type of container i.e. Petrol highly flammable, diesel flammable.

Current control: Quantity of fuels transported

The quantity of fuels transported less than 333 litres of petrol and less than 1,000 litres of diesel. Containers are labelled to indicate they contain flammable liquids and are a suitable UN approved container.

Current control: Staff review risk assessment before refuelling

Staff review the risk assessment before starting refilling operations.

Current control: Refuelling carried out when engine cool and not running

Refuelling operations are carried out when the engine is cool and is not running, outside and away from ignition sources.

Current control: Refuelling away or downwind of ignition sources

Refuelling operations are carried out down wind of any potential ignitions sources.

Current control: Correct funnels used

Staff only use correct funnels during fuelling operations converted drinks bottles should not to be used.

GROUNDS- TRAINING/AUTHORISATION

Current control: Machinery use restricted

Only authorised personnel are permitted to use machinery.

Current control: Training records retained

Records are retained of all formal equipment training and all in house equipment familiarisation training.

GROUNDS MAINTENANCE- GUARDING

Current control: Suitable guards fitted

Suitable guards are fitted to prevent access to dangerous parts of the machines.

Current control: Guards correctly secured

The guards fitted are correctly secured in position to prevent access to dangerous parts of machinery.

GROUNDS MAINTENANCE- NOISE & VIBRATION

Current control: Equipment serviced and maintained

Equipment is serviced and maintained to the manufacturers recommendations in order to reduce noise and vibration as far as practicable.

Current control: Hearing protection issued

Employees are provided with noise protection PPE, that still enables them to communicate with each other if required.

M Action: Risk assessments required

Carry out a specific risk assessment for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration. Your EW consultant may assist with this matter.

LAST ACTION

Not actioned

OUTSIDE WORK- HAZARDS

Hazard (High/Medium/Low): Hypothermia

Medium

Hazard (High/Medium/Low): Heatstroke, Sunburn

Medium

Hazard (High/Medium/Low): Slips, Trips, Falls

Medium

Hazard (High/Medium/Low): Infection, HIV, Hepatitis B or C, Leptospirosis, Tetanus

Medium

OUTSIDE WORK- PEOPLE AT RISK

People at risk 3

Grounds Maintenance staff

People at risk 4

Members of the public

OUTSIDE WORK- HOT/COLD ENVIRONMENTS

Current control: Risk assessment conducted

A risk assessment has been carried out prior to work and considers susceptibility of individuals' health / fitness.

Current control: Suitable PPE provided

Suitable personal protective clothing has been provided for workers exposed to cold or excessive heat

Current control: Workers encouraged to avoid UV exposure

Workers are encouraged to cover up when working outdoors to avoid exposure to UV radiation.

Current control: Exposure times limited

Exposure time is reduced to a minimum to avoid any heat / cold stress.

Current control: Regular breaks provided

Regular breaks are provided for workers working in hot/cold environments allowing them to cool/warm up.

Current control: Staff informed of effects of heat/cold exposure

Workers are given advice of the effects of heat stress and cold stress, and effects of UV radiation.

OUTSIDE WORK- WEATHER

Current control: Risk assessment conducted

A risk assessment has been carried out prior to work and covers the effects adverse weather conditions e.g. ice, wind, snow.

Current control: Gritting materials available

Gritting materials are available for workers in order to treat work areas in use when icy weather.

Current control: Suitable clothing/equipment provided

Suitable clothing / equipment is provided for those having to work in wet, windy, icy, wintry, fogging conditions.

OUTSIDE WORK- BIOLOGICAL HAZARDS

(M) Action: Suitable vaccinations against biological hazards required

Offer vaccinations for employees exposed to biological agents e.g. Hepatitis B, Tetanus etc.

LAST ACTION

Not actioned

RIDE ON MOWERS- HAZARDS

Hazard (High/Medium/Low): Cuts, abrasions, entanglement

Medium

Hazard (High/Medium/Low): Amputation

Medium

Hazard (High/Medium/Low): Adverse weather

Medium

Hazard (High/Medium/Low): Overturning of mower

Medium

Hazard (High/Medium/Low): Ejected objects/particles

Medium

RIDE ON MOWERS- PEOPLE AT RISK

People at risk 2

Grounds Maintenance staff

RIDE ON MOWERS- RISK ASSESSMENT

Current control: Operators trained

Operators have been trained in the use of the ride on mowers.

Current control: Operators stop machinery if approached

Employees have been instructed to stop machinery if approached by another employee or third party.

M Action: Risk assessment required

Ensure a risk assessment has been carried out for the mowers operations.

LAST ACTION

Not actioned

M Action: Assessment should consider terrain & ground collapse

Ensure the assessment includes potentially hazardous terrain such as ditches, holes, embankments or other area which may prone to collapse.

LAST ACTION

Not actioned

M Action: Ensure operators briefed

Ensure Operators briefed on the risk assessments.

LAST ACTION

Not actioned

RIDE ON MOWERS- INSPECTION/TEST ETC

Current control: Regular inspection & testing undertaken

Pre use inspection and testing is done to ensure that all guards are correctly adjusted and working and all safety systems operate correctly. All checks and tests are recorded.

Current control: Mowers serviced regularly

Mowers are regularly serviced in line with the supplier's recommended servicing schedule and records kept

RIDE ON MOWERS- OPERATION

Current control: Area cleared prior to mowing

The area to be mowed is cleared, beforehand, of all objects which could be picked up and thrown by the mower.

Current control: Mowing only occurs in adequate lighting

Mowing does not take place when there is inadequate lighting.

Current control: Vehicles immobilised when unattended

When parking or leaving a machine unattended, it is immobilised to provide for public safety and prevent vandalism.

RIDE ON MOWERS- PROTECTION/WARNING

Current control: Machines adequately guarded

The drive mechanisms, pulleys, shafts and cutters of the mowing machines seen are adequately guarded.

3 ENERGY USE & STORAGE

ELECTRICAL SAFETY- HAZARDS

Hazard (high/medium/low): Electric shock

Medium

Hazard (high/medium/low): Fire

Medium

ELECTRICAL SAFETY- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contrators

People at risk 3

Visitors

People at risk 6

Service users

ELECTRICAL SAFETY- FIXED WIRING

Current control: Fixed wiring tests in date

Fixed wiring tests were last carried out in 2016 and should be re-tested in 2021.

ELECTRICAL SAFETY- PORTABLE APPLIANCES

Current control: PAT testing in date

Portable appliance testing, as appropriate to the equipment, is up to date.

Current control: Inventory of portable appliances available

There is an inventory of all portable electrical appliances in use.

Current control: Employees trained on pre-use checks

All employees have been instructed and/or trained to visually inspect portable electrical appliances before use.

ELECTRICAL SAFETY- OTHER CONTROLS

Current control: Switchgear areas suitable

Electrical switchgear areas are free from storage of combustible materials and access to the switchgear is free of obstructions.

Current control: Sufficient electrical sockets

Adequate electrical sockets are available throughout the premises to minimise the need to have multi-point adapter sockets or trailing cables.

GAS- HAZARDS

Hazard (high/medium/low): Fire

Medium

Hazard (high/medium/low): Explosion

Medium

Hazard (high/medium/low): Asphyxiation

Low

GAS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Visitors

People at risk 6

Service users

GAS- CONTROLS

Current control: Annual inspection conducted

The premises' gas appliances and installation/supply pipes are subject to regular annual inspection and servicing by a competent person and records are maintained.

Current control: Pipework protected

Gas pipework is protected from damage by being safe by position.

Current control: Leakage procedure developed

In the event of a leak, all reasonably practicable steps are taken to shut off the gas supply and inform the gas supplier.

Current control: Leakage procedure communicated

Employees have been specifically instructed on the action to take in the event of a gas leak, on smelling gas in the building and in case of fire.

LAST ACTION

M Action: Identify isolators

Identify the location of the gas isolation valves. In an emergency situation, clear signs can direct people quickly to the gas isolation valves.

Not actioned

4 HAZARDOUS SUBSTANCES & AGENTS

ASBESTOS- HAZARDS

Hazard (High/Medium/Low): Inhalation of asbestos fibres

Medium

ASBESTOS- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Visitors

People at risk 4

Maintenance staff

People at risk 5

ASBESTOS MANAGEMENT

M Action: Asbestos register not available

Prepare or obtain a written plan that sets out the location of the asbestos containing material and how the risk will be managed and the steps to be taken to put the plan into action.

LAST ACTION

Not actioned

M Action: Asbestos procedures not in place

Establish a procedure whereby any contractor liable to disturb any asbestos containing material present is made aware of its location.

LAST ACTION

Not actioned

COSHH- SUBSTANCES USED/PRODUCED

Examples of substances used/produced

Hazardous substances including: cleaning materials, fuel, lubricants, paints, herbicides

COSHH- HAZARDS

Hazard (High/Medium/Low): Exposure by skin contact

Medium

Hazard (High/Medium/Low): Exposure by contact with eyes

Medium

COSHH- PEOPLE AT RISK

People at risk 1

Relevant employees

COSHH- INFORMATION & ASSESSMENT

M Action: Inventory of substances required

Ensure a list of the hazardous substances used, stored on, or transported from the premises has been compiled.

LAST ACTION

Not actioned

M Action: Safety data sheets not obtained

Ensure that for all hazardous substances used a copy of the supplier's health and safety data sheet has been obtained.

LAST ACTION

Not actioned

M Action: COSHH assessments required

Ensure a COSHH Assessment has been carried out for each hazardous substance in use or created.

LAST ACTION

Not actioned

M Action: Ensure substances assessed before first use

LAST ACTION

Not actioned

Develop a management system that ensures before anticipated exposure to hazardous substance a COSHH assessment is first completed and any actions determined put into place.

COSHH-TRAINING & SUPERVISION

Current control: Control measures monitored by supervision

Control measures arising from the COSHH assessments are monitored by supervision.

COSHH-STORAGE

Current control: Substances stored safely

Substances hazardous to health are stored safely.

COSHH- PPE & RPE

Current control: Appropriate PPE provided

Protective clothing and equipment is provided to the employees exposed to hazardous substances.

LEGIONELLA- HAZARDS

Hazard (High/Medium/Low): Inhalation of Legionella bacteria

Medium

LEGIONELLA MANAGEMENT- PEOPLE AT RISK

People at risk 1

All employees

People at risk 2

Contractors

People at risk 3

Service users

People at risk 4

Visitors

People at risk 5

Maintenance staff

LEGIONELLA MANAGEMENT- GENERAL CONTROLS

Current control: Legionella assessment conducted

The premises have been assessed by a competent person to identify potential sources of Legionella growth and dissemination.

Current control: Training of building services personnel conducted

Appropriate training of building services personnel is carried out.

M Action: Cold water entering building not monitored

Carry out a monthly check on the cold water entering the building and cold water at locations around the premises to verify that the temperature is below 20°C, the minimum growth temperature for Legionella bacteria. Record all readings.

LAST ACTION

Not actioned

M Action: Hot water monitoring required

Carry out a monthly check on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings.

LAST ACTION

Not actioned

M Action: Temperature of stored hot water inadequate

Check the boiler settings to ensure that water is being heated for distribution to taps and showers to 60°C.

LAST ACTION

Not actioned

M Action: Hot water tanks/calorifiers not inspected

Ensure that hot water tanks and calorifiers are inspected on an annual basis. Record all findings.

LAST ACTION

Not actioned

M Action: Checks and sampling not recorded

Keep records of all checks and samples taken. Records should be kept for 2 years.

LAST ACTION

Not actioned

5 TOOLS, EQUIPMENT & SYSTEMS

CHAINSAWS- HAZARDS

Hazard (High/Medium/Low): Contact with the moving blade

High

Hazard (High/Medium/Low): Hand/arm vibration

High

Hazard (High/Medium/Low): Slips, trips and falls

Medium

Hazard (High/Medium/Low): Noise

Medium

CHAINSAWS- PEOPLE AT RISK

People at risk 2

Chainsaw operatives

People at risk 3

Members of the public

CHAINSAWS- RISK ASSESSMENT

Current control: Site-specific assessments completed

A site specific risk assessment for chainsaw operations, including the work location and site details, has been completed.

Current control: Staff briefed

All staff have been briefed on the risk assessment.

Current control: Assessments available at each work site

Site specific risk assessments are available at each work site.

CHAINSAWS- COMPETENCE

Current control: Operators competent

Chainsaws are only used by competent authorised operators.

Current control: Operators hold relevant proof of competence

Operators are in the possession of nationally recognised certificates of competence for the type of work they are required to carry out.

Current control: Records retained

Records are retained of all training along with copies of certificates.

Current control: Line managers/supervisors competent

Line Manager/Supervisors have a National competence award or certificate of competency for supervising chainsaw operations.

CHAINSAWS- EQUIPMENT

Current control: Chainsaws checked by operators

Operators check chainsaw before use and at regular intervals during work.

Current control: Chainsaw examined by competent person

All chainsaws are examined and serviced by a competent person at a regular and prescribed frequency. Records of all chainsaw checks are retained.

Current control: Anti-vibration mounts fitted

Chainsaws are fitted with anti vibration mounts.

Current control: Defects reported

Employees report to supervisor any faulty or damaged equipment seen.

CHAINSAWS- ADDITIONAL CONTROLS

Current control: Suitable & sufficient PPE provided

PPE for chainsaw use includes head, eye, ear, body, leg, foot and hand protection that complies with the relevant EN standard are being worn

by operators.

Current control: Wearing of PPE enforced

Supervisors enforce the wearing of appropriate PPE by chainsaw operators and others that are working in close proximity.

Current control: PPE issue records kept

Records are kept of the issue and type of personal protective equipment clothing provided.

Current control: Work areas segregated

Work areas are suitably signed and/or cordoned off to give sufficient warning to third parties.

Current control: Lone chainsaw working prohibited

Employees using chainsaws are not permitted to work unaccompanied.

Current control: First aid facilities available

Chainsaw operators are supplied with adequate first aid facilities.

COMPRESSED AIR- HAZARDS

Hazard (High/Medium/Low): Catastrophic failure leading to high speed ejected objects

High

Hazard (High/Medium/Low): Rapid release of compressed air
High

COMPRESSED AIR- PEOPLE AT RISK

People at risk 3
Grounds Maintenance staff

COMPRESSED AIR- EXAMINATION & SERVICING

M Action: Written scheme of examination required

Ensure that for compressed air systems over 250 bar/litre capacity arrange for a written scheme of inspection of the pressure system by a competent person (Insurance Company Engineer) to determine the frequency of the examination and testing necessary to ensure the system and that it remains safe to use. The written scheme of inspection should be available for inspection.

LAST ACTION

Not actioned

M Action: Test system as per written scheme

Ensure that the pressure system is examined and tested in accordance with the written scheme by a competent person. Retain records of all inspection and testing

LAST ACTION

Not actioned

COMPRESSED AIR- SAFE USAGE

Current control: Operators aware of safe procedures

Operators have been given suitable instruction and training in the safe operation of the system and the action to take in an emergency.

COMPRESSED AIR- MISCELLANEOUS

Current control: Adequate guarding of moving parts

The drive and moving parts of the compressor are guarded to prevent all hand and finger access to dangerous parts.

GRINDING MACHINES- HAZARDS

Hazard (High/Medium/Low): Entanglement around the rotating wheel

Medium

Hazard (High/Medium/Low): Abrasions and lacerations from the rotating wheel

Medium

Hazard (High/Medium/Low): Ejected materials from a work piece or burst disc

Medium

Hazard (High/Medium/Low): Sparks - Fire

Medium

Hazard (High/Medium/Low): Noise

Medium

Hazard (High/Medium/Low): Slips, trips and falls

Medium

GRINDING MACHINES- PEOPLE AT RISK

People at risk 1

Grounds Maintenance Staff

GRINDING MACHINES- CONTROLS PART 1

Current control: Suitable guards fitted

Suitable guards are fitted, secured and correctly adjusted to prevent access to dangerous parts of the drive mechanisms / dangerous parts of machinery.

Current control: Floors in good condition

The floor areas surrounding the machines are in good condition, provide clear access and are free from slipping and tripping hazards.

Current control: Use of machinery restricted

Use of machinery is restricted to trained/experienced and authorised persons.

Current control: Operating speeds clearly marked

The operating speed of the grinding machines is clearly marked upon each machine in revolutions per minute.

Current control: Machinery controls visible etc

Machinery controls are clearly visible and identifiable.

M Action: Tool rests in poor condition

Replace the tool rests. Tool rests should provide a secure work platform for carrying out work on bench and pedestal grinding machines. Worn rests could cause the work piece to slip and the operator could come into contact with the revolving abrasive wheel.

LAST ACTION

Not actioned

GRINDING MACHINES- CONTROLS PART 2

Current control: Relevant staff wear hearing protection

Employees working in the grinding area are provided with and wear suitable hearing protection.

Current control: Use of hearing protection enforced

Supervision enforce the wearing of hearing protection.

Current control: Machine area designated as an eye protection zone

The area where the fixed and portable grinding machines are positioned and used is designated as an eye protection area and mandatory eye protection signs are displayed.

Current control: Employees provided with eye protection

Employees working in the grinding area are provided with and wear suitable eye protection.

Current control: Suitable lighting provided

Lighting is of the type suitable for use in an environment where grinding operations are carried out.

Current control: Machinery controls suitably located

Machinery controls are in a safe position for the operator.

M Action: Eye protection shields not fitted to machines

Provide eye protection shields on the fixed grinding machines.

LAST ACTION

Not actioned

M Action: Insufficient number of staff trained in mounting wheels

Train additional employees in the mounting of abrasive wheels.

LAST ACTION

Not actioned

LADDERS & STEPLADDERS- HAZARDS

Hazard (High/Medium/Low): Falls from a height

Medium

Hazard (High/Medium/Low): Falling objects

Medium

LADDERS & STEPLADDERS- PEOPLE AT RISK

People at risk 2

Grounds Maintenance staff

LADDERS- CONTROLS

Current control: Ladders checked before use

Ladders are checked by the user before use.

Current control: Ladder users competent

Ladder users are competent to use them safely.

Current control: Ladders used only when justifiable

Ladders are only used as a workstation where the use of other safer equipment cannot be used due to specific site features or it is not justified because of the low risk and the short duration of use.

Current control: Ladders suitable for use

Ladders are suitable for use.

Current control: Users wear suitable footwear

Ladder users wear suitable footwear.

Current control: Ladder training recorded

Instruction and training of ladder users is recorded.

Current control: Ladders stored securely

Ladders are stored securely to prevent falling and to prevent damage by other stored articles

6 TRANSPORT, MOVEMENT & STORAGE

VEHICLE USE (NON-GOODS)- HAZARDS

Hazard (High/Medium/Low): Use on the public highway

Medium

Hazard (High/Medium/Low): Long hours of work

Medium

Hazard (High/Medium/Low): Breakdown

Low

VEHICLE USE (NON-GOODS)- PEOPLE AT RISK

People at risk 2

Drivers and passengers

People at risk 3

Members of the public

VEHICLE USE (NON-GOODS)- CONTROLS

Current control: Pre-journey checks carried out

All drivers of company-owned vehicles are instructed to carry out prescribed pre-journey checks and retain records of pre-journey checks as evidence of compliance.

Current control: Staff advised of maximum driving/working hours

Written instruction is given to all drivers regarding maximum working and driving hours and the taking of regular breaks away from the vehicle.

Current control: Drivers licences checked

Driver's licences for users of company vehicles are checked on an annual basis.

Current control: Emergency procedures communicated

Specific procedures have been communicated to all drivers regarding fire, accidents, breakdown and personal safety.

Current control: First aid boxes carried where required

All vehicles carry appropriate first aid boxes where required.

Current control: Vehicles appropriately maintained

Company vehicles are maintained in line with the manufacturers servicing schedule.

Current control: Vehicles have valid MOT certificates where required

Company vehicles more than 3 years old and used on the public highway have current and valid MOT Test Certificates.

Current control: Company vehicle drivers have adequate insurance

All company vehicle drivers have adequate insurance cover.

Current control: Instructions on mobile phone use communicated

Clear written instructions are given on the safe use of mobile phones in vehicles.