

# GUIDANCE ON USE AND COMPLETION



This guidance has been written to assist staff when completing the Risk Assessment Form. The numbers in the left hand column labelled 'Section' refer to the numbered sections on the Risk Assessment Form. Assessments must only be completed by competent persons or between groups of staff with competencies in various fields. All assessments must be suitable and sufficient for the task in hand and be presented/ made available to any interested parties.

Section:	Guidance
1	Self-explanatory.
2	This should be a competent person , with sufficient knowledge, experience and/ or qualification who has a full understanding of the activity and the implications of any associated hazards. Assessment length -Single job would be where it will be completed with one visit. Short term will be completed within one month. Service contract will be ongoing for a period over one month. This will need to be reviewed annually OR if any hazards and associated r isks should alter on site. Date to be reviewed will depend on the site nature of works to be completed working environment and customer.
3	Self-explanatory.
4	Briefly describe the task to be completed - including the works required, number of operators, type of property where work will be completed, approximate time allocated for completion etc.
5	<p><b>List Significant Hazards</b> Ask questions - some may not be obvious to you, so ask staff on site. Ignore the trivial and concentrate on the significant, which could result in serious harm. On site staff may not be expected to be hazard-spotting experts, but they can assist to identify the obvious.</p> <p><b>List Groups who are at Risk</b> You must identify who could be affected by the risk, giving particular consideration to any groups of people that may be more at risk; especially vulnerable groups including the elderly, children, physically/ mentally disabled and new/ expectant mothers. You do not need to name individuals.</p> <p><b>Pre Control Risk Rating</b> Having identified the hazard, consider the severity and consequence of the harm. A judgement is required as to whether or not the risk is significant and more should be done to reduce it. Situations that result in a High or Medium classification will require additional attention with 'Control Measures'.</p> <p><b>Control Measures</b> The aim is to eliminate the hazard altogether, however this is often not possible with our line of work, so the next step is to reduce the risk. This will require actions to be taken to protect others. These findings must be shared with all operators who will be involved with the work, all staff onsite and others who may be affected. They may also need to be made available for third parties, depending on the situation. Ensure you have demonstrated the following:</p> <ul style="list-style-type: none"> <li>• a systematic check for hazards was made</li> <li>• you identified those who might be affected</li> <li>• you have evaluated the risks and minimised any unacceptably high risks by adopting reasonable precautions</li> </ul> <p><b>Remaining level of risk</b> The aim of these assessments is to minimise or control all risk associated with a particular task. However even after all precautions have been taken, there may be situations where some risk remains. It is strongly suggested that where risks remain high following the assessment of control measures, further advice is taken from a trained and competent advisor.</p>
6	Related assessment document reference. If you use generic related documents, record reference numbers. These documents may provide more details to 'complete' the risk assessment.
7	Specific conditions on site may need to be highlighted to all persons who may be involved with the treatment. Notes to pass on information.

# RISK ASSESSMENT FORM



<b>1. Risk Assessment For:</b>		<b>2. Assessment Undertaken by:</b>			<b>3. Location of Task:</b>		
Customer Name:		Name:					
Site Address:		Date:					
		Select one of the following:					
		Single Job	Short Term Job	Service Contract			
Job / Contract No:		Date to be Reviewed:					

**4. Briefly describe the task / process and type of property:**

5. Reference Number:	List significant hazards here:	List groups who are at risk:	Pre control risk rating (Please ✓)			Control measures (actions) to be followed to reduce the likelihood of harm	Post control risk rating: L-M-H
			LOW (L)	MED (M)	HIGH (H)		

**Risk Rating = Severity of hazard X Likelihood of risk**

<b>Hazard - Action or activity with the POTENTIAL to cause harm</b>	<b>Risk - The likelihood of such a hazard causing harm (who &amp; How)</b>
<b>6. Related assessment document reference:</b>	1.
2.	3.

**7. Specific considerations to be made:**

Technicians Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_