

Risk assessment - Company

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What are the hazards?	Who is at risk and how?	Current controls?	Impact to individual?	Likely hood?	Level of risk
Welfare The welfare of staff carrying out the role, due to amount of work, dead lines and back to back contracts	Staff, contractors	<ul style="list-style-type: none"> ➔ Staff and contractors to liaise with management to discuss any concerns, so workloads can be prioritised ➔ Take appropriate breaks and eat a balance diet regularly ➔ Manage the number of bookings taken in row and refuse bookings if necessary ➔ Project plan work activities to minimise duplicate or close deadlines ➔ Ask for debriefs from management as required, or activated by management if they are concerned about team member ➔ Management to seek debriefs when required with family members or external party as appropriate ➔ Do not accept people being rude or aggressive towards you on the phone. Inform them that you will end the call if they continue with the current tone. Where they continue to be aggressive, end the call 	Low Stress, tiredness, muscle pain, irritable bowel	Medium	Low
Manual Handling Carrying of equipment Set up of computers	Staff, contractors, customer, public	<ul style="list-style-type: none"> ➔ Training provided in appropriate techniques in manual handling being carried out ➔ Follow Hierarchy of Measures, Avoid, Assess, Reduce, Review when moving items 	Low Muscle pain referred pain,	Medium	Low



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Demonstration during training		<p>➡ Utilise trolley to move items at client site where one is available, otherwise reduce into manageable packages</p>	joint pain short term paralysis		

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		<ul style="list-style-type: none"> ➔ Take regular breaks during repetitive manual handling tasks ➔ Utilise appropriate step ladder to access appropriate items that are at a height ➔ Inspect all manual handling equipment before use, for any damage, signs of wear, appropriate weight rating and service in date ➔ Where someone is appropriately trained and it is appropriate to do so, carry items with a second person ➔ Ensure where possible a clear space for installation of equipment. Where a safe space is not available, do not carry out installation until client can resolve ➔ Explain all activities to candidates during training, with clear demonstration of appropriate manual handling techniques ➔ Monitor candidates for appropriate manual handling techniques and stop any activity that is deemed to be dangerous. ➔ Review contractors H&S policy on manual handling and review their relevant manual handling experience for the contracted task. Ensure contractor is aware company manual handling control measures ➔ Appropriate gloves to be worn when handling items that could be rough, sharp or warm 			
<p>Workstation Working for long periods of time at workstation</p>	Staff	<ul style="list-style-type: none"> ➔ Workstation and display screen equipment risk assessment for home office ➔ Desk, screen and chair height appropriately adjusted for main office ➔ Regular breaks away from workstation ➔ New DSE risk assessment when workstation adjusted 	<p>Low Muscle pain, joint pain</p>	High	Medium

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		<ul style="list-style-type: none"> ➔ Increased breaks away from workstation when working offsite where workstation not appropriately adjusted 			
Storage The storage of equipment and resources at main office	Staff	<ul style="list-style-type: none"> ➔ Items to be stored in appropriate cupboards or shelving ➔ Items not to be stored in walk ways ➔ Heavy items not to be stored at height ➔ Where stipulated, items to be stored as per manufactures guidance ➔ Items to be stored at appropriate temperatures as per manufactures information 	Low Cuts, bruises, dislocation, muscle pain, joint pain, temporary paralysis,	Low	Low
Storage – during transport The storage of equipment in vehicles during transport	Staff, contractors	<ul style="list-style-type: none"> ➔ Ensure equipment or resources are stored in confined space, for example boot. Equipment should not be stored when it can hit passengers in emergency stop situation, like on parcel shelf. ➔ Ensure equipment does not block the visibility of the driver ➔ Ensure equipment or resources are secured appropriately in vehicle and by manufactures guidance where stipulated 	Medium Cuts, bruises, dislocation, fractures, concussion	Low	Low
Slip, trips and falls Working at home office, client’s premises, in training venue or travelling between venues	Staff, contractors, customer, public	<ul style="list-style-type: none"> ➔ Ensure all leads in main office are appropriately secured in cable areas or tucked out of peoples walk areas ➔ Ensure objects are not left in peoples walk routes ➔ In temporary training venues, ensure all temporary leads are appropriately highlighted. Keep trainees away from temporary presentation equipment where there are leads ➔ Be aware of surface you are walking on and changes in surface ➔ Clean up any spills or report them to facilities, ensure appropriate warning is put in place until resolved 	Low Cuts, bruises, sprains, dislocation, fractures, muscle pain, joint pain	Medium	Low

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		<ul style="list-style-type: none"> ➔ Utilise well lit routes so you are aware of surface you are walking and any obstacles ➔ Be aware of weather conditions, for example snow, ice and flooding 			
Electrical safety Equipment utilised in home office, portable equipment taken to meet client or provide training. Equipment at client's premises.	Staff, contractors, customer, public	<ul style="list-style-type: none"> ➔ Ensure all electrical equipment is in good working order ➔ Portable equipment which is taken to client to be PAT tested every two years ➔ When setting up any portable equipment, visually inspect for any damage or burn marks. Do not use any equipment with signs of damage or burn marks. Do not put damaged equipment away, but store separately until repaired ➔ When at client's premises, do not use any equipment with signs of damage or burn marks. Report any concerns to the host or to facilities ➔ When setting up for presentation, avoid trailing leads or keep public away from presentation areas ➔ Allow projectors to cool down before packing away 	High Death, unconsciousness, burns	Low	Medium
Risk of fire Risk of fire at home office or at client's premises	Staff, contractors, customer, public	<ul style="list-style-type: none"> ➔ Ensure flammable materials are stored safely at home office and during transport ➔ Ensure all exit routes from home office are clear ➔ Ensure kitchen appliances are turned off after use ➔ Ensure kitchen appliances are not inappropriately left during use ➔ Yearly service or when needed of gas appliances ➔ Do not use any equipment that looks damaged or has inappropriate signs of wear ➔ When visiting client premises, ensure know the exit routes from building 	Medium Burns, smoke inhalation	Low	Low

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		<ul style="list-style-type: none"> ➤ When facilitating, ensure know exit routes and have briefed candidates. Ensure know where appropriate extinguishers are at premises and access routes are not blocked. ➤ When facilitating at premises with no host on site, ensure know fire alarm system and activation points, fire brigade call out procedure and host contact details 			
Gas Gas appliances in home office. Detecting the smell of gas at home office or client premises	Staff, contractors, customer, public	<ul style="list-style-type: none"> ➤ Yearly services of gas appliances in kitchen at home office ➤ Reporting of smells of gas to host or facilities at client premises or direct to gas boards emergency number 	Medium CO ₂ poisoning	Low	Low
Working at height Working on ladders to access resources or equipment. Working on ladders to install equipment	Staff, contractors, customer	<ul style="list-style-type: none"> ➤ Dynamically assess activity to ensure it is safe to undertake task and person has appropriate experience for activity ➤ If working in public area, cordon off area, to keep public away ➤ Only work at heights of 2m (height of a room) without further training for working at height ➤ Ensure ladders are appropriately assembled on firm stable surface and right height for job ➤ Where appropriate have someone ensure the ladder stays stable ➤ Only retrieve items of appropriate size and weight, which do not affect balance or holding onto ladder ➤ Ensure area by steps of ladder is clear ➤ Take appropriate breaks from repetitive tasks, at least every 30 minutes 	Medium Fractures, bruises, muscle pain, joint pain	Low	Low

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Meeting customer Visiting a customer for a meeting	Staff, contractors, customer	<ul style="list-style-type: none"> ➔ Visit a client at their premises ➔ Review location of their premises and identify do you feel it will be safe to visit them there ➔ Review whether there will be other people at the premises ➔ Where they do not have premises or feel it is risk to meet them at their premises, meet them at an appropriate coffee shop ➔ If arriving at their premises and you are not comfortable, provide a suitable excuse and leave. Rearrange meeting as required. 	Low Verbal abuse, injury	Low	Low
Travelling – Driving Driving locally to meet clients and source parts. Driving further afield for training, conferences or delivery of meetings for clients	Staff, contractors	<ul style="list-style-type: none"> ➔ Allow enough time for journey, so not rushing to the event or getting stressed if there are delays ➔ For long journeys, plan journey with plenty of breaks and additional time ➔ Be aware of weather forecasts and consider of any risks. If snow, ice or flooding is forecast, consider if journey is essential ➔ Regularly service the car as per manufactures guidance or when there is concern with vehicle ➔ Carry out standard vehicle checks before long journeys ➔ Ensure vehicle is appropriately fuelled before long journeys ➔ Ensure snacks and water in car for long journeys ➔ Have appropriate business insurance ➔ Have appropriate break down cover for support would issues arise during long journeys ➔ Only use mobile devices in hands free mode through the support of the in-car facilities ➔ Do not start driving long journeys when excessively tired 	High Death, paralyse, fractures, head injury, stress, verbal abuse	Medium	High

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		<ul style="list-style-type: none"> ➔ Do not park in poorly lit areas ➔ Do not leave anything valuable on display in car while parked ➔ If asked to stop late at night, by non-police, only stop in safe area, at known address or police station ➔ If feel at risk, do not go to own home, go to know habited address or police station ➔ Ensure phone is charged ➔ When travelling long journey, ensure someone knows where you are and when expected to arrive ➔ Ensure items are appropriately stored in the vehicle. Do not place anything on the parcel shelf or anywhere it could travel from to hit passenger in emergency stop. ➔ Do not have anything that could fall in drivers foot well. 			
<p>Travelling – public transport Travelling by train, bus, coach, taxi or via ride app to various events</p>	<p>Staff, contractors</p>	<ul style="list-style-type: none"> ➔ Allow plenty of time to allow for delays and minimise stress ➔ Plan route to know which connections to take and which platforms to minimise stress ➔ If travelling late, book tickets in advance ➔ Wait for public transport in well-lit areas ➔ Only utilise licenced taxis and verify licence matches driver as entering ➔ If using ride app, as entering vehicle verify driver is person as per app ➔ Keep luggage within eye site and keep valuables with you ➔ Do not leave luggage unattended while awaiting public transport ➔ Do not agree to look after luggage of someone you do not know 	<p>High Death, cuts, bruises, fractures, stress, verbal abuse</p>	<p>Low</p>	<p>Medium</p>

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		<ul style="list-style-type: none"> ➔ Consider the people travelling on the public transport and best position to sit for own safety, with ability to leave public transport ➔ If feel at risk, where possible move closer to driver, a group of people or have taxi drop you at police station ➔ Ensure phone is charged for journey ➔ Ensure someone knows where you are and when you are expected back 			
<p>Lone working Travelling to a venue alone, working alone in a building, having one to one meetings</p>	Staff, consultant	<ul style="list-style-type: none"> ➔ Be familiar with the various sections of company risk assessment, that provide specific control measures for situations that link to lone working ➔ Inform someone of where you are going and when you expect to arrive. Inform them when you have arrived safe ➔ Where appropriate carry a rape alarm ➔ Do not carry large amounts of money on you. Try to arrange that all course fees are paid prior to the course ➔ Ensure all valuables are concealed in vehicles or on your person ➔ Do not carry bags open or loosely over one shoulder. Do not carry you mobile in your hand when not in use, so it can be grabbed. ➔ Arrange all your meetings in advance, so you know who you are expecting to turn up ➔ Where you are having one to one meetings, ensure both of you have access to an exit. Do not allow them to block your exit ➔ Do not put yourself in position where you are alone with someone in a room and no one else can be aware of an 	<p>Low Physical abuse, cuts, bruises</p>	Low	Low

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		<p>escalating situation. If necessary, leave room door open or have meeting in quite corner of an office</p> <ul style="list-style-type: none"> ➔ Do not inappropriately enter someone's personal space and keep at arm's length from individuals ➔ If conflict arises, exit the room, walking sideways so your back is not to the individual 			
<p>Visiting a client When visiting a client at their venue or property that has been hired</p>	Staff, consultant	<ul style="list-style-type: none"> ➔ Dynamically assess the venue you as you enter for any hazards ➔ Where providing facilitation at a premise, carry out Facilitation Dynamic Risk Assessment and record outcomes ➔ Report any concerns with the venue to the host or reception ➔ If concerns are high and cannot be reduced or alternatives made, cancel your visit ➔ Do not enter areas that you are not authorised or trained unless accompanied by a client staff member 	<p>Low Cuts, bruises, burns, sprains, needle stick injury, verbal abuse</p>	Low	Low
<p>Working late Working at a client's location, at a training venue or staying away</p>	Staff, consultant, visitors	<ul style="list-style-type: none"> ➔ If alone in a location or it has become late, lock the doors accessing the building, unless reception is staffed. However, ensure means of exit ➔ Ensure a charged mobile or access to a telephone ➔ Only answer the door if not alone or expecting someone ➔ Avoid being left alone with someone you do not know ➔ When locking up building, ensure you know where your vehicle is, that you have keys ready to lock up/open vehicle and the exit is clear before leaving ➔ If you know you working late, park in lit area and/or close to the building exit 	<p>Medium Cuts, bruises, burns, fractures, head injuries, stress, verbal abuse</p>	Low	Low

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		<ul style="list-style-type: none"> ➔ If feel at risk, let someone know you are leaving the building and what time you expect to arrive safe. Once safe, confirm with the individual ➔ Ensure areas of working are well lit. When locking up, ensure know order of lights and route of exit before turning them all off 			
Staying away Working in training facilities and staying in residential accommodation	Staff, contractor	<ul style="list-style-type: none"> ➔ Pick accommodation in known areas that are deemed to be safe ➔ Plan transport and/or parking at the accommodation ➔ Plan locations to eat when away, that are safe distance to the accommodation ➔ Do not excessively drink at location you do not know, with risk of not knowing how to get back to accommodation ➔ Be aware of the layout of the building and emergency procedures ➔ Utilise the door safety latch ➔ Review who is at the door, before letting anyone into the room ➔ Where concerned about location, make reception aware if travelling alone and not expecting anyone. If necessary request a room close to reception ➔ Report any concerns with premises to reception ➔ Return any food that does not look appropriately cooked 	Low Verbal abuse, cuts, bruises, food poisoning	Low	Low
Working with contractors	Staff, customer, public	<ul style="list-style-type: none"> ➔ Ensure the contractor has Health and Safety Policy Statement ➔ Ensure the contractor has appropriate Health and Safety measures for activities to be undertaken 	Low	Low	Low

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		<p>➔ Ensure the contractor is aware of Dewi Development Ltd Health and Safety risk assessment.</p>			

Signature:



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