## Generic Risk Assessment Form

Management of Health and Safety at Work Regulations 1999

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| **Subject**  **(Details of task / operation being assessed)** | Delivery of practical and theory training in station Training Rooms across the Trust | **Risk Assessor’s Name:** | **Shane Daley** |
| **Others involved:** | **Scott Crichton**  **Andy West** |
| **Assessment Date**: | **22/03/2016** |
| **Directorate** | HR & Organisational Development/Delivery | **Date of Last Assessment:** | **None** |
| **Department / Function** | Learning and Development/Operations | **Review Date:** | **2019** |

| **No** | **Description of Hazard** | **Existing controls** | **Risk Rating**  ***Likelihood x Consequence***  **Use matrix below** | **Further control required Y/N** | **Revised Risk Rating** |
| --- | --- | --- | --- | --- | --- |
|  | Non-local staff not aware of building layout, facilities, fire assembly point | * Induction/Icebreaker to include location of kitchen, toilets and rest room facilities | 4 x 1 = 4 | N |  |
|  | Non-trust staff attending training at site | * See ACT-002 – Visitors to Station | 3 x 2 = 6 | N |  |
|  | Stress/anxiety experienced by attendees due to course content | * Trust has access to Health and Wellbeing Service * Icebreaker to include Wellbeing as a priority * Tutors are able to recognise warning signs and take appropriate action | 3 x 3 = 9 | N |  |
|  | Slips, trips and falls | * Well fitted carpeted floor * Cables securely positioned * Regular maintenance of training room including cleaning and clearing of floor area * Clear walkways identified * Workplace inspections | 2 x 3 = 6 | N |  |
|  | Manual handling | * Moving equipment to be done following best practice/policy * Adverse incidents to be reported via Datix | 2 x 3 = 6 | N |  |
|  | Needle sharps | * Sharps bins to be available * Training needles to be safely secured in between use | 2 x 3 = 6 | N |  |
|  | Information Governance | * Trainers and attendees to follow Information Governance Policy | 2 x 2 = 4 | N |  |
|  | Ventilation | * Air conditioning in use to provide continuous environmental ventilation * Several windows available to open to increase ventilation | 1 x 1 = 2 | N |  |
|  | Heating | * Regular maintenance of heating system * Air conditioning available to control temperature by users | 1 x 1 = 2 | N |  |
|  | Cleanliness | * Maintained by users on daily basis * Cleaning contractor to complete regular checks and rectify as required | 1 x 1 = 2 | N |  |
|  | Access/Egress | * Controlled access to station by proximity security card * Sufficient emergency lighting to indicate exit in the event of an * Emergency * Automatic disabling of a restricted access devices in the event of fire alarm being activated to assist in emergency egress * Non-trust staff unable to access secure areas of station as will not be issued cards * Doorbell for non-trust staff to access building * Annual Security Survey | 2 x 4 = 8 | N |  |
|  | Fire | * Fire extinguishers available * Emergency lighting to indicate fire exits and routes * Fire safety training provided for all staff * Fire log book documents tests * Fire Risk Assessment * Signing In/Out * Annual PAT testing for electrical appliances | 1 x 5 = 5 | N |  |

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| Action Plan | | | | | |
| **Haz. Ref. No.** | **ADDITIONAL CONTROLS** | **NAME OR TITLE OF PERSON RESPONSIBLE FOR REMEDIAL ACTION** | **DATE RESPONSIBLE PERSON NOTIFIED** | **TIME SCALE** | **DATE COMP** |
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|  |  | | **Likelihood** | | | | |  | **Likelihood x Consequence** | | |
| **Consequence / Impact** | | | **Rare**  **1** | **Unlikely**  **2** | **Possible**  **3** | **Likely**  **4** | **Almost Certain**  **5** |
| **Low Risk** | **1 - 9** | **Action -** Continue but review periodically to ensure control measures remain effective |
| Negligible | | **1** | **1** | **2** | **3** | **4** | **5** |
| Low | | **2** | **2** | **4** | **6** | **8** | **10** | **Moderate Risk** | **10 -12** | **Action -** Continue but implement additional reasonably practicable controls where possible and monitor regularly |
| Moderate | | **3** | **3** | **6** | **9** | **12** | **15** |
| Significant | | **4** | **4** | **8** | **12** | **16** | **20** | **Significant Risk** | **15 - 25** | **Action** -Identify new controls. Activity must not proceed until risks are reduced to a low or moderate level |
| Catastrophic | | **5** | **5** | **10** | **15** | **20** | **25** |  |