## 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** |  |