

**RISK ASSESSMENT FINDINGS**

|  |  |
| --- | --- |
| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: ICT Suite**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young PersonsP = Public C = ContractorsV = VisitorsEM = Expectant Mothers | 1. Very Low (rare/very unlikely)2. Low (unlikely)3. Medium (could occur/possible)4. High (likely to occur/probable)5. Very High (near certain to occur)  | 1. Insignificant (nuisance/discomfort)2. Minor (no lost time)3. Moderate (time loss)4. Significant (serious/incapacity to work)5. Major (Death) |  Likelihood x Severity=Rating | **1- 6** **LOW RISK** Monitor * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible

**14-25** **HIGH RISK** Further Action Required |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.Hazards Identified and potential harm it could cause** | **2. People****At Risk** | **3.Controls in Place** | **4.Risk Rating** | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unsuitable workstation set-up –Eye strain, headaches, muscular skeletal disorders |  | Workstation layout to be in accordance with RMBC guidance on working with DSE |  |  |  |  |  |  |
| Defective flooring – slips, trips, falls |  | * Regular inspection of flooring
* Prompt maintenance of defects
 |  |  |  |  |  |  |
| Trailing electrical cables – trips, falls |  | * Avoid use of extension leads
* Ensure sufficient sockets
* Use cable covers where cables present a trip hazard
 |  |  |  |  |  |  |
| Electrical equipment and sockets – electrocution |  | * Portable appliance testing
* Visual inspection of equipment
* Fixed installation testing
 |  |  |  |  |  |  |
| Unsuitable seating – muscular skeletal disorders |  | Ensure seating is adjustable in height, rake and tilt. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |