

RISK ASSESSMENT EXAMPLE

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Project/Contract	
Contact	
Site Address	
Contract Job Number	
Project start date	
Job Type	

The following risk assessment has been developed to provide a safe system of work and must be adhered to at all times, any significant deviation from this system must first be authorised by the relevant authority or representative.

THE MAIN HAZARDS TO HEALTH AND SAFETY

- 1) Injury from incorrect manual handling
- 2) Injury from trips, slips or falls
- 3) Dust inhalation
- 4) Injury to members of public during operation
- 5) Injury from machine hazards

PREVENTATIVE MEASURES

- 1) Operatives must be competent to carry out the task
- 2) Operatives must not carry out the task alone
- 3) Correct access and entrance to vehicles and onsite loading
- 4) Do not lift beyond capabilities
- 5) Visitors and other members are not permitted entry to any vehicles or premise unless authorised and issued with protective equipment (authorisation by senior supervisor only)
- 6) Operatives must read and be familiar with safety sheets, first aid, fire safety and operating equipment guidelines.

PERSONAL PROTECTIVE EQUIPMENT

Dust mask
Gloves
High visibility jackets
Relevant company overalls or uniform
Ear defender for when operating machinery
Safety boots
Protective eye wear

RISK ASSESSMENT TASK SPECIFIC

ASSESSMENT OF RISKS

The objective is to evaluate the risk whilst undertaking the procedures set out for the loading, transport and processing of confidential data

SPECIFIC RISK ASSESEMENT

This section identifies the specific risks involved and quantifies their likelihood based on the following table

<u>Numeric value</u>	<u>Probability</u>	<u>Description</u>
5	Likely	Has occurred frequently. Only to be expected
4	Probable	Not Surprised. Will occur several times
3	Possible	Could occur sometime
2	Remote	Unlikely though conceivable
1	Improbable	Very unlikely, close to zero probability

Note: Please consider numeric value 1 and 2 as the level of risk for a normal controlled working condition.

RISK 1 **INCORRECT MANUAL HANDLING**

Controlled level of risk = 3

Hazard = Lifting, transporting, manual handling

Causes = Incorrect lifting technique, lifting too heavy

Control = Lifting only within manual handling guidelines, lifting in pairs, use correct lifting technique, use correct equipment (i.e.) stacker truck, pallet truck etc

RISK 2 **TRIPS, SLIPS AND FALLS**

Controlled level of risk = 2

Hazard = uneven surface, obstruction of equipment, paper, cardboard, slippery surfaces

Causes = cables, wires, shredded paper, cardboard, mud and rain from outside

Control = Correct footwear, correct warning signs on vehicles and in premise, stow equipment and any obstructions out of the way in safe place

RISK 3
DUST

Controlled level of risk = 2

Hazard = Dust Inhalation

Causes = Dust from shredded paper, machinery and bailing process.

Control = Regular sweep and clean policy, dust mask to be worn at all times

RISK 4
INJURY TO THE PUBLIC

Controlled level of risk = 1

Hazard = Health and safety of the public

Causes = Shredding zone breach, machinery left unattended, lifting areas breached
fork lift truck safety zones not adhered to.

Control = No unauthorised access allowed at any point, restraints and barriers in place. Designated and clearly marked zones for loading, lifting and shredding. All visitors to adhere to strict dress and safety wear.

RISK 5
INJURY FROM MACHINE HAZARD

Controlled level of risk = 3

Hazard = Machine operation, equipment, lifting devices, transit vehicles and forklifts.

Causes = Incorrect machine operation, ignorance of health and safety and risk policies. Breach of designated zones for lifting, unloading and shredding.

Control = All machines active cut off agent and switch within hands reach. Reverse mechanism for shredding machine and bailer. Safety sensors equipment with breached hatches, doors or flaps. Enclosed conveyor systems and hopper feeds for paper carrying to shredders. Safe operating areas clearly marked. All employees trained to relevant standard for machinery operation and transportation.