



Health & Safety Policy

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1. Introduction

- 1.1 LLH recognises and accepts its responsibility to provide a safe and healthy work place and working environment for its employees and volunteers on all Hospice sites.
- 1.2 We will take the necessary steps within our power to meet this responsibility. Our aim is to promote safe working practices and to safeguard the health and safety of third parties and the public.
- 1.3 We encourage the active participation of all employees in promoting good health and safety practice and regular consultation with employees form part of our normal management operations.
- 1.4 Any employee having a concern on health and safety is encouraged to raise the issue with their line manager, the Facilities Officer or via the incident reporting system if there is thought to be risk.

2. Responsibilities

Chief Executive

- Overall responsibility for health and safety within the company
- Ensures there are adequate resources to provide for a healthy and safe working environment.

Line Managers/Team Leaders

- Health and safety standards are maintained within their control or sphere of responsibility
- Ensure employees are suitably trained for the tasks they perform
- Ensure that employees within their departments/areas work safely.
- Ensure that as appropriate risk assessments are undertaken for expectant mothers/lone workers/ employees with a disability, young persons and employees who are experiencing workplace stress and seeking advice from the HR Officer as appropriate and using the risk assessment form available on the L drive (L:\Risk Assessments\Generic Risk Assessment)

Employees & Volunteers

- Taking reasonable care of their own health and safety.
- Taking care of the health and safety of any other person that may be affected by their actions.
- Co-operate on health and safety matters.
- Not interfere with anything that is provided to safeguard their health & safety.
- Report all health and safety concerns and issues in a timely manner.

Facilities Officer

- Provide advice on a day to day basis.
- Seeks required support and knowledge from the externally sourced safety advisor.

External Safety Advisor

- Provide advice on health and safety issues to the organisation
- Provide guidance on health and safety requirements to the organisation

3. Risk Assessment

- 3.1 The organisation carries out risk assessments on its activities and records the significant findings.

- 3.2 The assessments highlight the operational hazards and risks and enables relevant control measures to be put in place to ensure the health and safety of its employees, third parties and the general public.
- 3.3 The risk assessments are used positively as an aid to decide if safe working procedures are required or to change current working procedures to improve health and safety performance.
- 3.4 Specific risk assessments should be undertaken using the principals set out on risk assessment tools published on the HSE website and the relevant forms available on the L Drive (L:\Risk Assessments) and the Guidance on how to Manage Health & Safety Risks (Appendix A) for:
- Expectant or nursing mothers
 - Employees with a known disability
 - Young workers
 - Lone working
- 3.5 Risk assessments are reviewed at planned intervals and on the following occasions:
- Change in legal requirements
 - Change in codes of practice & guidelines
 - Change in plant & equipment
 - Change in work practice
 - New technology
 - Reportable accidents, incidents or diseases

4. Safe Systems of Work

- 4.1 One result of carrying out risk assessments is to highlight areas or activities that may require written instructions to minimise the possibility of harm.
- 4.2 Where required they will be written and both staff and volunteers will be told what is required and if necessary, trained so that they can carry out the procedures to carry out their activities in a safe and healthy manner.
- 4.3 The procedures are instructions that detail how to carry out a work activity in a safe way and may include:
- Identifying what safety equipment is required.
 - Any specific methods of work.

5. Monitoring and Audit

- 5.1 Regular inspections of the workplace and work activities are carried out to check that the working environment is safe and healthy and that everyone is working safely.
- 5.2 Accidents, incidents, medical sick notes and the results of safety inspections are reviewed to look for trends that may need addressing and to check that corrective and preventive actions have been taken and are effective.

6. Training

- 6.1 Lindsey Lodge attaches great importance to the training of its staff and recognize that a trained workforce has a positive effect on health and safety performance.
- 6.2 All new employees receive an induction to explain health and safety requirements.
- 6.3 A review is carried out if there are changes in legislations, introduction of new plant & equipment, changes in work practices and job position.
- 6.5 A record of training undertaken by employees is kept and periodically reviewed to ensure training is up to date and to check if any appropriate refresher training is required.

7. Communication & consultation

- 7.1 We communicate with our employees on health and safety matters initially through an induction at the start of their employment and as required or felt appropriate
- 7.2 Other means of communication and consultation are through safety briefings, safety instructions, training and updates

8. Emergency Situations

- 8.1 Lindsey Lodge provides and maintains suitable fire fighting equipment, and displays appropriate fire notices and signs.
- 8.2 We carry out risk assessments in order to put in place and maintain adequate fire controls, maintenance arrangements, records, tests and fire fighting training.
- 8.3 Possible emergency situations are assessed and where appropriate a procedure is written and communicated to employees.
- 8.4 Weekly fire alarm testing is in place every Monday at 1.30 pm

9. Reporting of Injuries, Disease & Dangerous Occurrences

- 9.1 LLH enforces that all accidents and incidents are reported, no matter how slight. We recognise that it is important to investigate every occurrence because a near miss may be a potential accident.
- 9.2 Where appropriate a thorough investigation of accidents and incidents is carried out with the co-operation of staff and volunteers.
- 9.3 The aim of the investigation is fact finding and not to apportion blame but to identify the cause of the accident or incident and decide on the actions to stop it recurring.
- 9.4 The findings of an investigation are analysed for trends and to review any actions taken to determine if they are effective.
- 9.5 All accidents and incidents should be reported directly to the appropriate line manager and an incident form completed. Responsible persons should submit reports under RIDDOR immediately or within 10 days of the incident for the following:
 - accidents resulting in the death of any person
 - accidents resulting in specified injuries to workers
 - non-fatal accidents requiring hospital treatment to non-workers and
 - dangerous occurrences

10. Permit to Work

- 10.1 It may be necessary to perform work tasks where known hazards exist and surrounding plant, equipment or environmental conditions can only be temporarily and partially or sequentially isolated, shut down or otherwise made safe.
- 10.2 Examples are:
 - confined spaces
 - working at height,
 - working on or near high voltage equipment
- 10.3 All those involved in the permit to work system will be suitably trained to ensure that they
 - know what to do
 - know what is required of them
 - are familiar with the permit system.

11. Electricity

- 11.1 The “Electricity at Work Regulations 1989” covers all electrical systems and equipment found in the workplace.
- 11.2 All work on electrical systems and equipment will be carried out by competent people.
- 11.3 Electrical systems and portable equipment will be inspected and tested by a competent person on a scheduled basis to ensure that they are safe.

12. Plant & Equipment

- 12.1 LLH ensures that all plant & equipment used by staff at work is suitable, safe, maintained, inspected.
- 12.2 All users will receive adequate training, information and suitable safety measures are provided where necessary in accordance with The Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- 12.2 All plant, tools and equipment purchased are manufactured to approved safety standards, fitted with all the necessary guards and control devices and where required tested and certificated in accordance with appropriate regulations.
- 12.3 Plant and equipment is only operated by those who have authority to do so and who are trained and competent in the use of the particular equipment.
- 12.4 Employees under the age of 18 years are not allowed to drive or operate vehicles, plant, small tools or powered equipment except where they are undergoing approved training and are under the immediate control and discipline of an authorised and competent supervisor.
- 12.5 Records will be kept for all plant and equipment subject to statutory tests and inspections.
- 12.6 Plant and equipment is regularly inspected, maintained and withdrawn from service if found to be faulty.

13. Manual Handling

- 13.1 It may be necessary to use manual lifting techniques to perform work tasks and it is the Lindsey Lodge’s policy to avoid the need to carry out manual handling operations as far as reasonably practicable. Mechanical aids are provided where possible.
- 13.2 Manual handling assessments are carried out in conjunction with staff to determine the risks and decide on what actions can be taken to reduce or eliminated manual handling.
- 13.3 Records of manual handling assessments are maintained.

14. Confined Spaces

- 14.1 Any work carried out in a confined space will be under the permit to work system.
- 14.2 At no time will employees enter a designated confined space to carry out work unless it is not reasonably practicable to carry out the work without such entry.
- 14.3 No employee shall enter a confined space unless a risk assessment has been carried out and a safe system of work provided.
- 14.4 No employee shall enter or carry out work in a confined space unless there are suitable and sufficient arrangements for the rescue of persons in the event of an emergency.

15. Control of Substances Hazardous to Health (COSHH)

- 15.1 LLH identifies any substance or processes deemed hazardous and carries out a risk assessment in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

15.2 If the material is found to be hazardous, the company endeavours to substitute a less hazardous substance.

15.3 All staff are trained in the implementation of the COSHH Regulations and associated controls.

16. Display Screen Equipment

16.1 In line with requirements of the Display Screen Equipment Regulations 1992 we ensure that all users of display screen equipment are provided with information, instruction and training in the safe working with such equipment.

16.2 All DSE users where required are provided with eye tests on a regular basis as determined by the Optician for each individual.

17. Noise

17.1 Noise surveys will be carried out in the workplace if levels of noise approaching the lower action level of the Noise at Work Regulations 2005 are reached.

17.2 If the action level is reached then where possible noise reduction will be introduced, if this is not reasonably practicable then suitable PPE will be issued.

18. Working at Height

18.1 Working at height is governed by the Working at Height Regulations 2005 and it is defined as “*a place where a person could be injured falling from, even if it is at or below ground level*”.

18.2 Where possible working at height will be avoided. If working at height cannot be avoided then measures will be provided to prevent falls and if the risk of falling cannot be eliminated measures will be taken to minimise the distance and consequences of a fall.

18.3 Working at height will be planned and those involved will be trained to work at heights and in the use of equipment e.g., mobile elevated work platforms, tower scaffold and fall arrest equipment.

18.4 Only equipment that has a valid inspection will be used for working at heights

18.5 Procedures will be put in place for emergency and rescue of people working at heights.

19. Personal Protection Equipment (PPE)

19.1 The organisation provides suitable Personal Protective Equipment for the use of all personnel when identified in risk assessments

19.2 All PPE conforms to the Personnel Protection Equipment at Work Regulations 1992.

19.3 All users of PPE are trained and competent to use the equipment and how to report defects or loss etc.

19.4 In circumstances when specialized safety equipment is required, arrangements for the supply and appropriate training in its use are made.

20. Welfare

20.1 LLH shall make available for the use of employees: Staff Rooms, Toilets, Washing and First-Aid facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

20.2 Those who use the facilities shall co-operate in keeping them clean, tidy and maintained in good order and no person shall willfully or deliberately abuse or misuse the facilities.

21. First Aid

- 21.1 The Health and Safety (First Aid) Regulations 1981 requires that Lindsey Lodge provide equipment and facilities that are adequate and appropriate to the circumstances for administering first aid to employees. We will carry out assessment to ensure adequate facilities; information and training are provided to staff.
- 21.2 Staff will be informed of the location of First Aid equipment during their induction and through suitably displayed posters.

22. Stress

- 22.1 Lindsey Lodge has a duty of care towards our employees and a legal obligation to provide a safe working environment. Stress is “the adverse reaction people have to excessive pressures or other types of demand placed on them. It is our aim to promote a harmonious and trustful working environment in which employees are treated and treat others with respect.
- 22.2 Line managers should be aware that workload and work related issues may impact negatively on an employee’s health and wellbeing and should be alert to signs and changes in an employee’s behavior that may indicate a concern. It is therefore important to promote and encourage a support and open workplace culture where employees feel able to discuss any concerns or issues affecting their health and well-being. Managers must ensure that there are opportunities for employees to raise concerns and offer timely support and interventions including referral to occupational health and the completion of a risk assessment (ref to form on L drive).

23. Drugs & alcohol

- 23.1 LLH is committed to providing a safe working environment and employees and contractors have a duty of care for themselves and others while at work.
- 23.2 Individuals will be deemed to have failed in their duty of care if they attend work under the influence of drugs or alcohol as set out in section 11 of the staff handbook.
- 23.3 No employee or contractor working on behalf of Lindsey Lodge is permitted to attend or remain at work under the influence of alcohol or illicit drugs.
- 23.4 Any employee that fails to adhere to this policy be subject to disciplinary action and a breach of these requirements may be considered as gross misconduct.
- 23.5 Any contractor that fails to adhere to this policy will not be allowed to work on behalf of Lindsey Lodge and their employer must provide a report on the actions taken.

24. Contractors

- 24.1 Contractors will be selected on their suitability to carry out work, to include:
- Competence of employees
 - Supervision
 - Health & safety performance
 - Experience of carrying out the work
- 24.2 Before starting work contractors will be required to provide as appropriate:
- Risk assessments, method statements and safe systems of work
 - Evidence of employee competence
 - Valid inspection/test certificates for plant and equipment
 - Valid insurance certificate
 - Any other documentation requested by the organisation
- 24.3 Depending on the circumstances and the activities to be carried out contractors may work under risk assessments, method statements and safe systems of work provided by LLH.
- 24.4 Contractors performance will be monitored and actions will be agreed with the contractor to improve any performance that is unacceptable.



REFERENCES:				
Health & Safety at Work Act 1974				
Health & Safety (First Aid) Regulations 1981				
Reporting of Injuries, Disease & Dangerous Occurrences (RIDDOR)				
Control of Substances Hazardous to Health Regulations 2002 (COSHH)				
Provision & Use of Work Equipment Regulations 1998 (PUWER)				
Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)				
Electricity at Work Regulations 1989				
Display Screen Equipment Regulations 1992				
Noise at Work Regulations 2005				
Working at Height Regulations 2005				
Personal Protection Equipment at Work Regulations 1992				
Workplace (Health & Safety Welfare) Regulations 1992				
Lindsey Lodge Hospice Risk Management Policy & Procedure, 13 th April 2017				
Staff handbook				
H&S Law Poster displayed at (location)		Main Reception, Day Care Reception, Kitchens, Inpatient Unit		
First Aid Box is located		Main Reception , Day Care Reception, Kitchens, Inpatient Unit, Photocopier Room First Floor, Garden store.		
Accident/Incident Forms are located		LLH Data L:\ L:\Incidents		
Lead Author of Policy Lisa Barker & Karen Griffiths Responsible Sub-group QA Committee RATIFICATION DATE BY TRUSTEES 25th January 2018 Review interval 2 years				
To Be reviewed	Review completed	By	Approved By	Circulation
January 2020				



LINDSEY LODGE HOSPICE

Guidance on How to Manage Health & Safety Risks

Managing Health & Safety Risks

This document defines the risks associated with Health & Safety and whilst not exhaustive, it indicates what actions should be taken to reduce Health & Safety risks. It should be read in conjunction with the appropriate policies and in discussion with key staff associated with the particular risk.

CLINICAL WASTE	
Include: dressings, sanitary towels, tampons, incontinence equipment, syringes and anything else contaminated with body fluids.	
RISK	ACTION
Contamination at point of collection	Correct separation of waste. Clinical waste to be put into appropriate bags & containers. Only bags & containers from Healthcare Environmental to be used to take clinical waste.
Invasion of storage sites by vermin, animals or humans	Bags & containers to be stored in large clinical waste bins which are to be kept locked and stored in locked compound.
Irregular collection	Contract with Healthcare Environmental.
Incorrect tagging of bags & containers	Supply of numbered waste tags by Healthcare Environmental.
Items put into incorrect containers	Appropriate education of all staff regarding the correct bags and containers.
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH - COSHH (1988)	
Include: fat solvents, oven cleaners, hard surface cleaners, dishwasher solutions, path cleaners, paints, and weedkillers.	
Burns and splashes to eyes. Ingestion	Staff must wear gloves at all times. Adequate stocks of gloves must be available. Non latex gloves also available. Staff must be aware of who the first aiders are. First aid measures that need to be taken in instances of splashing or ingestion. (See policy book)
Staff handling products without necessary knowledge	Staff must read the instructions and receive appropriate training prior to handling any substances that are classed as hazardous. Risk Assessment to be carried out on all hazardous substances and COSHH documentation retained centrally and by team using the hazardous substance.
FOUL LINEN	
Contamination of staff hands and clothing	Staff must wear gloves and aprons at all times when dealing with foul linen. These must be available in all patient areas and the laundry.
Contamination of floorings and furnishings	Foul linen must be put directly into a red soluble bag. If the linen is very wet it should be transported to the laundry in a clear plastic bag which should then be discarded in the clinical waste.
Odour	Foul linen must be washed immediately using a de-stainer and never stored. If both machines are in use the red soluble bag should be put into a clear plastic bag until a machine is free. The clear plastic bag must not be put into the washing machine, but into the clinical waste. If foul linen cannot be put straight into the machine the windows may need to be opened and doors closed.
Cross infection	All staff must be aware of the importance of hand washing and receive instruction and regular updates. Foul linen must be put directly into a red soluble bag. See above for guidance for wet linen and protocol if both machines are in use. The wash must always include the sluice programme. Dirty linen must be put straight into the skip and not onto any other surface or allowed to be in contact with staff uniforms.
ELECTRICAL	
Frayed wiring	When using electrical equipment staff must observe the item is in good condition and that wires etc are sound.
Incorrect fuses	Fuses must only be changed by the maintenance team.
Unsafe components	Faults must be reported immediately and the equipment taken out of service until repaired. Reputable engineers only may carry out repairs. See Facilities Manual.

Trailing cables	Cables must never trail across any thoroughfare. If necessary a patient who needs to use a piece of electrical equipment must be moved closer to the socket. Extension cables should only be used as a last resort.
MANUAL HANDLING OF LOADS	
Governed by the Manual Handling Operations Regulations 1992	
Back injury Strains & sprains Injury to patient	Appropriate Risk Assessment to be undertaken prior to handling of patients or loads. All staff must be aware of the risks and attend appropriate training sessions. Staff must wear suitable shoes and clothing when handling patients or loads. When moving patients staff must be suitably trained and use appropriate equipment. Use of equipment should always be seen as the first line of management not a “last resort” The “no lifting” policy adopted by the organisation must be adhered to.
FLOORS	
Carpet tiles not laid flat	Ensure that all carpet tiles are flat and that special attention is given to any that have been replaced. Report any tiles which are not flat to maintenance as a matter of urgency and use warning sign. All spare carpet tiles should be stored flat. Areas must not be left without carpet tiles even for a short period.
Wet carpet tiles	If carpets have been cleaned notices must be put on all doors leading to rooms with vinyl floors warning that slippage is a risk if shoes are damp. These must not be removed until carpets are dry.
Wet composition floors	All spills must be cleaned up as soon as they occur. Warning signs must be used while the floor is wet and must be removed as soon as it is dry. It is the responsibility of the person putting the cone out to do this. Warning signs must not be put just inside closed doors as individuals may trip over them when entering the area. Signs must be placed where they are easily seen by people coming from all directions.

ELECTRICAL METERS	
Contact with goods that have been leant against them	No items are to be stored in the meter cupboards.
STORE ROOMS & CUPBOARDS	
Goods stacked untidily or too high	All items must be stacked tidily and within reasonable height limits. Frequently used items must be stored on lower shelves. Heavy or bulky goods must be stacked on low shelves only. Steps must be used to reach higher shelves. Anyone using steps must complete a risk assessment.
Goods on floor	Goods on the floor must only be stored under the shelves and not in the main body of the store room.
COMPUTERS	
Eye strain Joint strain & back ache	PC's should not be used for more than two hours without a break. Staff must ensure that they are sitting in appropriate positions and report any concerns to their manager.
SMALL KITCHENS	
Electrical sockets & water in same area	Staff must ensure that hands are dry before plugging appliances in.
Wet floors	Floors must be kept clean & dry and warning signs used as before.
Contaminated foods	Opened food items must be labelled with the date of opening and discarded appropriately, see catering policy. Staff food must be stored in the fridge in the staff room not in the ward fridges. Fridges are to be tidied and thoroughly cleaned at least weekly. Any protein items food brought in by families must be dated and discarded after 24 hours. All staff must be vigilant regarding hand washing and food hygiene regulations. Kitchens must be kept tidy and washing up done regularly.
SLUICES	
Wet floors	As before
Storage of reagents	Must be kept dry and stored in appropriate locked cupboards. See chemicals.

Use of macerator	Only staff who have been instructed in the use of the macerators should use them. Only the disposable items specifically produced for the macerators should be used. All tissues (except toilet tissue) must be removed from any disposable item.
Microwave (Sluice 1 in-patient unit)	This is for the heating of wheat bags only. It must not be left when a wheat bag is heating. The stipulated time for heating the wheat bags must be adhered to at all times.
FIRE	
<p>Fire is probably the single greatest risk to patients and staff. The unit is mostly single story so evacuation would be relatively simple, except for any staff on the first floor. The unit is served with break glass activated fire alarm systems which is tested regularly. Smoke detectors are located throughout the premises and are tested twice yearly. The emergency lighting is also tested regularly. Full records are kept of all these tests. The fire bells are activated once every Monday at 13.30 hours</p> <p>A variety of fire extinguishers are located throughout the building. These and all other fire prevention equipment is serviced annually.</p> <p>Fire exits are all marked and must be kept free of any obstruction.</p> <p>Fire doors are all marked with the mandatory signs and must be kept closed. For those that do need to be open the fire policy must be adhered to if the alarms activate.</p> <p>All staff have annual updates for fire training.</p>	
Fire	<p>All staff must be conversant with the sound of the fire alarm and have read and understand the policies regarding fire safety.</p> <p>Flammable liquids must not be stored in the building.</p> <p>Lindsey Lodge Hospice operates a no smoking policy. The breaking of this rule is a disciplinary offence.</p> <p>The above regulations include e-cigarettes.</p>
	If patients need supervision when smoking their families may be asked to provide this.
HANDWASHING	
The wrong sink may be used	Hand wash sinks are in all catering and patient areas and only these sinks must be used by staff for hand washing. These sinks must not be used for any other purpose.

Spread of infection	All staff must undergo hand washing instruction. The infection control nurse must monitor this. All WC's must have hand washing instructions displayed. Adequate supplies of soap and towels must be in each hand wash area. The facilities must always be kept clean Staff may not wear their uniform outside of the Hospice.
PATIENT AREAS	
Trailing flexes Items such as bags, sticks & papers on floor Edges of fire hearths (in day care)	All flexes must be contained and not allowed to trail. Electric recliners must be positioned near the socket. Patients needing fans and lamps may have to move near the socket to comply with this. The fireguard in the Day Care lounge must always be in place whether the fire is lit or not. Patient's belongings must not be put on the floor. The rooms must be kept tidy at all times
Chemicals	
Chemicals not kept under correct conditions. Labels illegible. Chemicals put into other containers. Flammable chemicals kept in the hospice	All chemicals must be stored in appropriate locked areas. They must be clearly labelled in their original containers. Labels must be kept clean and legible. No chemical must ever be decanted into another container. All flammable chemicals e.g. paint, brush cleaner solvents etc to be kept in the gardening lock-up or the craft stable. A risk assessment must be completed for all chemicals stored.
INFECTION CONTROL	
RISK	ACTION
Cross infection	Infection control leads to attend specialist meetings at NLaG. All staff to undergo annual hand washing instruction. High standards of cleaning and hygiene Supervision of all staff.
EMPLOYMENT	
Employment of staff who are suspended or under suspicion of malpractice	Human Resources to manage Alert letters and maintain register. References from last employer. DBS checks.
HAZARDS	
Using unsafe medications	Medicines Control Agency notices managed by Senior Nurse in-patient care.
Using dangerous/at risk equipment	Hazards and Medical Devices notices managed by Senior Nurse in-patient care. Both clinical teams must check and sign when hazards have been identified.
COMMUNICATION	
Patients unable to call staff	Nurse call system in all parts of building. All staff taught to recognise alarms. Regular testing and maintenance. Appropriate allocation of space e.g. chair or room. Use of audio monitors.



RISK ASSESSMENT

Location:

Activity:

Hazard	Person at risk	Likelihood	Severity	Risk Rating	Precautions in place	Further actions required	Likelihood	Severity	Risk Rating
FIRE	Public & employees								
SLIPS & TRIPS	Employees								
ELECTROCUTION	Employees								
FIRST AID	Employees								
HAZARDOUS SUBSTANCE	Employees								
MANUAL HANDLING	Employees								
FALLING OBJECTS	Employees								

<p>Likelihood</p> <p>1 = Almost impossible 2 = Improbable 3 = Possible 4 = Very Likely 5 = Almost certain</p>	<p>Severity</p> <p>1 = No injury 2 = Minor injury, no lost time 3 = Lost time less than 3 days 4 = Reportable under RIDDOR 5 = Death</p>	<p>Risk rating</p> <p>1-8 = LOW - risk acceptable & adequately controlled 9-15 = MEDIUM - implement control measures within a defined period 16-25 = HIGH - work must not be started or continued until the risk has been reduced to an acceptable level</p>
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Assessed by:
Date:



HEALTH & SAFETY POLICY

Issue: 1
11.10.17



RISK ASSESSMENT

Location:

Activity:

Hazard	Person at risk	Likelihood	Severity	Risk Rating	Precautions in place	Further actions required	Likelihood	Severity	Risk Rating
ENVIRONMENT	Employees								
VIOLENCE	Employees								
DISPLAY SCREEN EQUIPMENT	Employees								
LONE WORKING	Employees								

Likelihood	Severity	Risk rating
1 = Almost impossible 2 = Improbable 3 = Possible 4 = Very Likely 5 = Almost certain	1 = No injury 2 = Minor injury, no lost time 3 = Lost time less than 3 days 4 = Reportable under RIDDOR 5 = Death	1-8 = LOW - risk acceptable & adequately controlled 9-15 = MEDIUM - implement control measures within a defined period 16-25 = HIGH - work must not be started or continued until the risk has been reduced to an acceptable level

Assessed by:
Date: