

Intructions for Use of the Excel Spreadsheet

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not aplicable score it as max potential score

Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages

Note you may need to change your printer settings

You have now completed your Health & Safety Risk Assessment

Health & Safety Workplace (Health, Safety and Welfare) Regulations 1992 Risk Assessment

Date	
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Company Name	
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Assessor	
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Performance Acceptable - no action required

Performance marginal - ongoing action required

Performance not acceptable - urgent action required

Maintenance of workplace, equipment and systems	
Ventilation	
Temperature in indoor workplaces	
Lighting	
Cleanliness and Waste Materials	
Room Dimensions, Space , Workstations and Seating	
Condition of Floors and Traffic Routes	
Falls or Falling Objects	
Windows and transparent surfaces	
Traffic Routes	
Doors and gates	
Sanitary and Washing facilities	
Drinking Water	
Accommodation and Facilities for Clothing	
Facilities for Rest and to Eat Meals	

Workplace Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Maintenance of workplace, equipment and systems				
Is the workplace, equipment and devices maintained in an efficient state, in working order and in good repair.	3		0	
Is repair and maintenance work carried out properly.	3		0	
Is there a suitable system of maintenance for emergency lighting, fencing, fixed equipment used for window cleaning, anchorage points for safety harnesses, devices to limit the opening of windows, powered doors, escalators and moving walkways.	3		0	
Is regular maintenance carried out at suitable intervals;	3		0	
Are potentially dangerous defects remedied	3		0	
Is access to defective equipment prevented	3	2	66.67	
Is a suitable record kept to ensure that the system is properly implemented and to assist in validating maintenance programmes.	3	2	66.67	
	21	4	19.05	
Ventilation				
Are enclosed workplaces sufficiently well ventilated so that stale air is replaced at a reasonable rate.	3	2	66.67	
Is the air which is introduced free of any impurity which is likely to be offensive or cause ill health.	3	2	66.67	
Do you ensure that workers are not subject to uncomfortable draughts.	3	1	33.33	
Are mechanical ventilation systems adequately filtered to remove impurities.	3	1	33.33	
Are mechanical ventilation systems regularly and properly cleaned, tested and maintained.	3	1	33.33	
	15	7	46.67	
Temperature in indoor workplaces				
Is the temperature in workrooms reasonably comfortable without the need for special clothing.	3	2	66.67	
Is the temperature in workrooms at least 16 degrees Celsius.	3	2	66.67	
Are fixed heating systems installed and maintained in such a way that the products of combustion do not enter the workplace.	3	2	66.67	

Workplace Risk Assessment

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Are thermometers available at a convenient distance from every part of the workplace to persons at work to enable temperatures to be readily measured	3	2	66.67	
	12	8	66.67	

Workplace Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Lighting				
Is lighting sufficient to enable people to work, use facilities and move from place to place safely and without experiencing eye-strain.	3	2	66.67	
Are dazzling lights and annoying glare avoided.	3	2	66.67	
Are light switches positioned so that they may be found and used easily and without risk.	3	2	66.67	
Do you ensure that lights are not allowed to become obscured, for example by stacked goods, in such a way that the level of light becomes insufficient.	3	2	66.67	
Are lights replaced, repaired or cleaned, as necessary, before the level of lighting becomes insufficient.	3	2	66.67	
Are windows and skylights cleaned regularly and kept free from unnecessary obstructions to admit maximum daylight.	3	2	66.67	
Is emergency lighting provided in workrooms where sudden loss of light would present a serious risk.	3	2	66.67	
Is emergency lighting powered by source independent from that of normal lighting.	3	2	66.67	
	24	16	66.67	
Cleanliness and Waste Materials				
Is the standard of cleanliness required adequate for the use to which the workplace is put.	3	2	66.67	
Are floors and indoor traffic routes cleaned at least once a week.	3	2	66.67	
Are interior walls, ceilings and work surfaces cleaned at suitable intervals.	3	2	66.67	
Is cleaning also carried out when necessary in order to clear up spillages or to remove unexpected soiling of surfaces.	3	2	66.67	
Is cleaning carried out by an effective and suitable method and without creating, or exposing anyone to, a health or safety risk.	3	2	66.67	
	15	10	66.67	

Workplace Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Room Dimensions, Space , Workstations and Seating				
Have workrooms enough free space to allow people to get to and from workstations and to move within the room, with ease.	3	0	0	
Is the total volume of the room, when empty, divided by the number of people normally working in it at least 11 cubic metres.	3	0	0	
Are workstations arranged so that each task can be carried out safely and comfortably.	3	0	0	
Are workstations including seating, and access to workstations, suitable for any special needs of the individual worker, including workers with disabilities.	3		0	
Is each workstation sufficient to allow any person who is likely to work there adequate freedom of movement and the ability to stand upright.	3	0	0	
Is there sufficient clear and unobstructed space at each workstation to enable the work to be done safely.	3	0	0	
Is any seating provided adequate to provide support for the lower back, and a footrest if the worker cannot comfortably place his or her feet flat on the floor.	3	0	0	
	21	0	0	
Condition of Floors and Traffic Routes				
Are floor and traffic routes of sound construction and adequate strength and stability taking account of the loads placed on them and the traffic passing over them.	3	2	66.67	
Are the surfaces of floors and traffic routes free from any hole, slope, or uneven or slippery surface which is likely to cause a person to fall or a vehicle to lose control.	3		0	
Are holes, bumps or uneven areas resulting from damage or wear and tear, which may cause a person to trip or fall, made good as soon as is practicable.	3		0	
Are slopes not steeper than necessary.	3		0	
Are moderate and steep slopes, and ramps used by people with disabilities, provided with a secure handrail where necessary.	3		0	

Workplace Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Are surfaces of floors and traffic routes which are likely to get wet or to be subject to spillages, of a type which does not become unduly slippery.	3		0	
Are processes and plant which may discharge or leak liquids enclosed (for example by bunding), and leaks from taps or discharge points on pipes, drums and tanks caught or drained away.	3		0	
Where a leak or spillage occurs and is likely to be a slipping hazard, are immediate steps taken to fence it off, mop it up, or cover it with absorbent granules.	3	2	66.67	
Are arrangements made to minimise risks from snow and ice.	3	2	66.67	
Are floors and traffic routes kept free of obstructions which may present a hazard or impede access.	3	2	66.67	
Is effective drainage provided where a floor is liable to get wet to the extent that the wet can be drained off.	3	2	66.67	
Is every open side of a staircase securely fenced.	3	1	33.33	
Is a secure and substantial handrail provided and maintained on at least one side of every staircase.	3	5	166.7	
	39	16	41.03	
Falls or Falling Objects				
Is secure fencing provided at any place where a person might fall 2 metres or more.	3	0	0	
Is fencing sufficiently high, and filled in sufficiently, to prevent falls (of people or objects) over or through the fencing.	3	0	0	
Is any fencing of adequate strength and stability to restrain any person or object liable to fall on to or against it.	3		0	
Is fencing designed to prevent objects falling from the edge including items used for cleaning or maintenance.	3		0	
Are covers capable of supporting all loads liable to be imposed upon them, and any traffic which is liable to pass over them.	3		0	
When an opening or an edge is being used to transfer goods or materials from one level to another, is it fenced as far as possible.	3		0	
Are covers kept securely in place except when they have to be removed for inspection purposes or in order to gain access.	3		0	

Workplace Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Are any fixed ladders of sound construction, properly maintained and securely fixed.	3		0	
Are the stiles of any ladder extended at least 1100 mm above any landing served by the ladder or the highest rung used to step or stand on.	3		0	
Are any fixed ladders at an angle of less than 15 degrees to the vertical (a pitch of more than 75 degrees) which are more than 2.5 m high, fitted with suitable safety hoops or permanently fixed fall arrest systems.	3		0	
Where regular access is needed to roofs is suitable permanent access provided. etc.	3		0	
Are there fixed physical safeguards to prevent falls from edges and through fragile roofs.	3		0	
Are fragile roofs or surfaces clearly identified.	3		0	
Is every vessel containing a dangerous substance adequately protected to prevent a person from falling into it.	3	5	166.7	
Are materials and objects stored and stacked in such a way that they are not likely to fall and cause injury.	3	0	0	
Is racking of adequate strength and stability having regard to the loads placed on it and its vulnerability to damage, for example by vehicles.	3	0	0	
Are people not be allowed into an area where, despite safeguards, they would be in danger, for example from work going on overhead.	3	0	0	
Are systems which do not require disconnection and reconnection of safety harnesses from safety lines, when at risk of falling, used in preference to those that do.	3	0	0	
Is any scaffolding and other equipment used for temporary access conform to the relevant code of practice and or the requirements of Construction Regulations.	3	0	0	
	57	5	8.772	
Windows and transparent surfaces				
Are transparent or translucent surface marked where necessary to make it apparent.	3	5	166.7	

Workplace Risk Assessment

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Is it possible to reach and operate the control of openable windows, skylights and ventilators in a safe manner.	3	5	166.7	
Do you ensure that open windows, skylights or ventilators do not project into an area where persons are likely to collide with them.	3	0	0	
Are suitable provision made so that windows and skylights can be cleaned safely if they cannot be cleaned from the ground or other suitable surface.	3	5	166.7	
	12	15	125	

Workplace Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Traffic Routes				
Are there sufficient traffic routes, of sufficient width and headroom, to allow people on foot or in vehicles to circulate safely and without difficulty.	3	3	100	
Are traffic routes used by people in wheelchairs wide enough to allow unimpeded access, and ramps provided where necessary.	3	3	100	
Is uneven or soft ground made smooth and firm if vehicles might otherwise overturn or shed their loads.	3	3	100	
Are sensible speed limits set and clearly displayed on vehicle routes except those used only by slow vehicles.	3	3	100	
Are sharp or blind bends on vehicle routes avoided as far as possible; where they are unavoidable, are measures such as one-way systems or the use of mirrors to improve vision considered.	3	3	100	
Is prominent warning given of any limited headroom, both in advance and at the obstruction itself on vehicle routes.	3		0	
Are traffic routes used by vehicles wide enough to allow vehicles to pass oncoming or parked vehicles without leaving the route.	3		0	
Is the need for vehicles with poor rear visibility to reverse eliminated as far as possible, for example by the use of one-way systems.	3		0	
Where large vehicles have to reverse, are measures for reducing risks to pedestrians and any people in wheelchairs considered	3		0	
If crowds of people are likely to overflow on to roadways, for example at the end of a shift, is consideration given to stopping vehicles from using the routes at such times.	3		0	
Is any traffic route which is used by both pedestrians and vehicles wide enough to enable any vehicle likely to use the route to pass pedestrians safely.	3	3	100	
On routes used by automatic, driverless vehicles which are also used by pedestrians, are steps taken to ensure that pedestrians do not become trapped by vehicles.	3	3	100	
Are automatic vehicles fitted with safeguards to minimise the risk of injury.	3	0	0	

Workplace Risk Assessment

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In doorways, gateways, tunnels, bridges, or other enclosed routes, are vehicles separated from pedestrians by a kerb or barrier.	3	3	100	
Are workstations adequately separated or shielded from vehicles.	3	0	0	
Where pedestrian and vehicle routes cross, are appropriate crossing points provided and used.	3	3	100	
At crossing points is there adequate visibility and open space for the pedestrian where the pedestrian route joins the vehicle route.	3	0	0	
Are loading bays provided with at least one exit point from the lower level.	3	0	0	
Are potential hazards on traffic routes used by vehicles indicated by suitable warning signs. .	3	0	0	
Are suitable road markings and signs used to alert drivers to any restrictions which apply to the use of a traffic route.	3	0	0	
Do any signs used in connection with traffic comply with the Traffic Signs Regulations and General Directions 1981 (SI 1981 No 859) and the Highway Code for use on the public highway.	3	0	0	
	63	27	42.86	

Workplace Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Doors and gates				
Do doors and gates which swing in both directions have a transparent panel.	3	3	100	
Do any sliding doors have a stop or other effective means to prevent the door coming off the end of the track.	3	3	100	
Are upward opening doors fitted with an effective device such as a counterbalance or ratchet mechanism to prevent them falling back in a manner likely to cause injury.	3	3	100	
Do power operated doors and gates have safety features to prevent people being injured as a result of being struck or trapped.	3	3	100	
Do power operated doors and gates have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency.	3	3	100	
Is it possible to open a power operated door or gate if the power supply fails, unless it opens automatically in such circumstances, or is there is an alternative way through.	3	3	100	
Where tools are necessary for manual opening are they readily available at all times.	3	3	100	
	21	21	100	
Sanitary and Washing facilities				
Are sufficient facilities provided to enable everyone at work to use them without undue delay.	3	3	100	
Are special provisions made if necessary for any worker with a disability to have access to facilities which are suitable for his or her use.	3	0	0	
Do facilities provide adequate protection from the weather.	3	3	100	
Are water closets connected to a suitable drainage system and provided with an effective means for flushing with water.	3	0	0	
Is toilet paper in a holder or dispenser and a coat hook provided.	3	0	0	
In the case of water closets used by women, are suitable means provided for the disposal of sanitary dressings.	3		0	

Workplace Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do washing stations have running hot and cold, or warm water, and are large enough to enable effective washing of face, hands and forearms.	3		0	
Are there sufficient numbers of facilities per employee according to the following minimum table 1 - 5 people; WC 1; Washstation 1 6 - 25 people; WC 2; Washstation 2 26 - 50 people; WC 3; Washstation 3 51-75 people; WC 4; Washstation 4 76-100 people; WC5; Washstation 5	3		0	
	24	6	25	

Workplace Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Drinking Water				
Is drinking water obtained from a public or private water supply by means of a tap on a pipe connected directly to the water main.	3	1	33.33	
Are drinking water taps installed in places where contamination is unlikely.	3	1	33.33	
Are drinking cups or beakers provided unless the supply is by means of a drinking fountain.	3	1	33.33	
Are drinking water supplies marked as such if people may otherwise drink from supplies which are not meant for drinking.	3	0	0	
	12	3	25	
Accommodation and Facilities for Clothing				
Is accommodation for work clothing and workers' own personal clothing available so as to enable it to hang in a clean, warm, dry, well-ventilated place where it can dry out during the course of a working day if necessary.	3	1	33.33	
Where work clothing (including personal protective equipment) which is not taken home becomes dirty, damp or contaminated due to the work, is it accommodated separately from the worker's own clothing.	3	3	100	
Is a changing room or rooms provided for workers who change into special work clothing and where they remove more than outer clothing.	3	0	0	
Where facilities to change clothing are required, is effective measures taken to ensure the security of clothing.	3	1	33.33	
Are changing facilities readily accessible from workrooms and eating facilities, if provided.	3	1	33.33	
Are facilities large enough to enable the maximum number of persons at work expected to use them at any one time, to do so without overcrowding or unreasonable delay.	3	1	33.33	
	18	7	38.89	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Facilities for Rest and to Eat Meals				
For workers who have to stand to carry out their work, are suitable seats provided for their use if the type of work gives them an opportunity to sit from time to time.	3	1	33.33	
Are suitable seats provided for workers to use during breaks.	3	1	33.33	
Are rest areas or rooms provided large enough, and have sufficient seats with backrests and tables, for the number of workers likely to use them at any one time.	3	1	33.33	
If, where workers regularly eat meals at work, suitable and sufficient facilities provided for the purpose.	3	2	66.67	
Do eating facilities include a facility for preparing or obtaining a hot drink, such as an electric kettle, a vending machine or a canteen.	3	2	66.67	
Are workers who work during hours or at places where hot food cannot be obtained, or reasonably near to the workplace, provided with the means for heating their own food.	3	2	66.67	
Are eating facilities kept clean to a suitable hygiene standard.	3	2	66.67	
If canteens or restaurants are used as rest facilities, is there no obligation to purchase food in order to use them.	3	2	66.67	
Are good hygiene standards maintained in those parts of rest facilities used for eating or preparing food and drinks.	3	2	66.67	
	27	15	55.56	