## **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

## **Risk Assessment Tab**

Work down the list of hazards and score each row aginst the given criteria Type a brief description of the particular hazard

If the risk total changes from the colour green you must consider control measures

Type in the control measures you intent to implement; and action by and date to be implemented

Repeat the scoring to ensure that your control measure has reduced the level of risk

Enter Data ONLY in the white coloured boxes for each question Enter a score for each question as indicated

If the hazard is not aplicable leave that row blank

Once complete simply print off both the Title Page and Risk Assessment pages

Note you may need to change your printer settings

You have now completed your Health & Safety Risk Assessment

# Scoring Guidelines

This is looking at how often	Score 0 if the operation is only rarely undertaken	Score 2 for regularly undertaken - several times per week			
Severity -This looks at the consequences if an accident were to happen	Score 1 if the outcome would be little or no injury or damage	Score 2 if the injury would be minor - a cut or bruise	Score 4 if the injury would be serious and the casualty is likely to be absent from work for a number of days	Score 8 if the injury is likely to be serious with a prolonged absence from work	Score 12 if the injury is likely to be very serious or even potentially fatal
Probability - This looks at the likelihood of an accident occurring	Score 1 if there is only a very remote chance of	Score 2 if it may occur in time	Score 4 Likely if it probably will occur in time	Score 8 Very likely if it is likely to occur imminently or	Score 12 Certain if it is inevitable, likely to occur
Number Persons at Risk - This considers the numbers of people affected	Score 0 If only individuals could be affected	Score 1 If a number of people could be affected	Score 2 If everyone could be affected		
Type of people affected - This considers the type of people, age gender etc.	Score 0 for Employees	Score 1 if any Visitors could be affected	Score 2 If members of the Public could be affected	Score 3 if a Young person (<18) could potentially be	Score 4 If New or Expectant mothers could be affected

Health & Safety												
General Risk Assessment												
Date		Company										
Description of Process or Operation												
Assessor				]								
Risk Assessment Score												
	chanical Hazard Risk Factor Prior to Control Measures	is Retained Risk Factor following Control Measures										
Entanglement Friction / Abrasion Cutting or shearing Stabbing / Puncture Impact Crushing Ejection of objects												
	Risk Factor Prior to Control Measures	Non Mee Retained Risk Factor following Control Measures	chanical Hazards	Risk Factor Prior to Control Measures	Retained Risk Factor following Control Measures							
Biological agents Chemicals Compressed air Confined spaces Electricity Explosion Fall of Object Fire / Hot work Heat / Cold Radiation Manual Handling			Repetitive handling Noise Operation of Vehicles Pressure Systems Slips, Trips & Falls Stored Energy Stress Ventilation Vibration Dust/Vapours/Fumes									
Key Low Risk Medium Risk High Risk Very High Risk © TCH Safety 200	06											

General Risk Assessment

		/	veited prot	Dability Number	Parsons at Type 2 D Employee	People Total	Sche					never se	veited prof	ability wurden	persons at	steele petat
	0 Rarely	1 Negligible	Unlikely	0 Individual	0 Employee			Control measure Required to Reduce Risk - Examples: Change to process;		Action by Date	0 Rarely	1 Negligible	Unlikely			
Enter the appropriate	2 Regularly	2 Minor	2 Unlikely	1 Group	1 Visitors				Action By Whom		1 Regularly	2 Minor	2 Unlikely	1 Group	1 Visitors	
score against each	8 Major	4 Serious	4 Likely 8 Very likely	2 All	2 Public 3 Young		Description of hazard				2 Continuous	4 Serious 8 Major	4 Likely 8 Very likely	2 All	2 Public 3 Young	
hazard presented					-	Guarding; PPE; Signage, SSW, Training		Juio		8 Major			s Young			
		12 Catastrophic	12 Certain		4 Expectant			SSW, Training				12 Catastrophic	12 Certain		4 Expectant	
Mechanical Hazards																
Entanglement						0										0
Friction / Abrasion						0										0
Cutting or shearing						0										0
Stabbing / Puncture						0										0
Impact						0										0
Crushing						0										0
Ejection of objects						0										0
Non Mechanical Haz	ards	•			•			•	•	•	•					
Biological agents				1		0						1				0
Chemicals/Substances						0										0
Compressed air						0										0
Confined spaces						0										0
Electricity						0										0
Explosion						0										0
Fall of Object						0										0
Fire / Hot work						0										0
Heat / Cold						0										0
Radiation						0										0
Manual Handling						0										0
Repetitive handling						0										0
Noise						0										0
Operation of Vehicles						0										0
Pressure Systems						0										0
Slips, Trips & Falls						0										0
Stored Energy						0										0
Stress						0										0
Ventilation						0										0
Vibration						0										0
Dust/Vapours/Fumes						0										0

General Risk Assessment

