



Health and Safety Risk Assessment

Directorate: Corporate Services.	Service: Legal & Property Services.	Assessor: Ivan Hackett, Building Services Officer.
Activity: Premises Risk Assessment – Trinity Road Council Offices & Campus – Revision E.		Date: June 2014.

What are the hazards?	Who might be harmed and how?	Risk Rating without controls?	What are you doing already to control the risk?	Risk Rating with Controls? (Severity x likelihood = Risk Rating)	Is there any further action required?	Action by whom?	Action by when?	Completed when?
Slips, trips and falls (car parks and building / campus grounds)	Staff and visitors may be injured if access to the site is not maintained.	Med	Grounds maintenance and snow / leaves contracts in place. Site inspections completed 6 monthly and on an ad-hoc basis.	Low	Staff to report any site damage or defects to Property Services.	Property Services	Within 3 months.	
On site access and movement.	Staff and visitors may be injured if access to the site is not maintained.	Med	We carry out general good housekeeping. All areas are well lit including stairs. Property defects notification system in place, reported items actioned within reasonable time frame. Fire Warden monthly checks carried out.	Low	On-going regular checks of all walkways, staircases, communications routes as part of Fire Marshall and general site management checks. On site staff to report any defects to Property Services	Site Managers and Fire Marshalls	On-going activity	No end date, subject to on-going review
On site vehicle movements.	Staff and visitors may be injured from vehicle movements within the car parks	Med	Vehicle and pedestrian areas clearly marked. Parking bays clearly marked. Clearance contracts in place for snow, ice, etc. External lighting maintained and automatically switched according to time of year, ambient lighting levels, etc. Backup lighting added to "green" overflow car park.	Low	Speed limit and general signage to be reviewed.	Property Services	Speed limit and general signage within 3 months. Order raised 15/12/14 41003529. Signage completed 7/1/15.	No end date on general controls which are subject to on-going review



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Disability Access.	Staff and visitors may be injured if reasonable caution and / or precautions are not observed.	Med	Property Assessed 24/8/04 under DDA 1995 and reviewed 21/1/08. Disabled facilities and lift provided. Evac-chairs fitted together with emergency telephones at refuge points. Wheelchair access to public areas and hearing loop system in Chamber.	Low	Review required under DDA 2005 and Equality Act 2010 to ensure compliance with latest standards and to review existing provisions. PEEP's only required if / when disabled staff are employed (currently there are none)	Property Services. PEEP's – Centre Managers.	All sites review proposed for 2015. When necessary.	
Fire and explosion, including arson	Staff & Visitors may become injured from inhalation of smoke, direct contact with fire, blast from explosion or debris.	Med – High.	Fire Risk Assessment completed. There is no residential occupancy. Early detection fire alarm system (upgraded 12/2013) tested weekly and logged. Emergency lighting tested monthly and logged. Public areas, communication routes and immediate external areas kept clear of combustible materials (FM checks). No highly combustible, flammable or explosive materials kept on site. Gas services have automatic shutdown interface with alarms. Routine maintenance contracts in place.	Low	Continuation of maintenance / testing regime, alarm servicing and 24/7 monitoring. False activations reported to Property and investigated. Planned evacuation drills carried out annually (normally 2x)	Property Services	On-going	No end date
Legionella and other water borne bacteria	Staff & Visitors & public in the wider vicinity may be exposed to legionella bacteria if not properly controlled.	Med	Water services on site subject to legionella control regime, logged and documented and annual reviews, All water supplies are mains fed with localised point of use water heaters.	Very Low	Continuation of maintenance / testing regime.	Property Services	On-going	No end date



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Asbestos	Staff & Visitors may be harmed / injured from breathing in asbestos fibres	Low	There is no known asbestos or ACM's on the site (previous review as recorded on asbestos register held and maintained by Property Services) Survey 09/2014 revealed asbestos cement under cloaking to roof areas and presumed ACM insulation to 2 No safes.	Low	Subject to review under the Control of Asbestos Act 2012 and HSG264, survey carried out 09/2014. Site managers to be made aware where applicable.	Property Services	Surveys completed 09/2014 for full review Nov – Dec 2014.	
Gas (Natural / combustion)	Staff & Visitors	Med	Gas supplies tested and boilers serviced annually, heat detection over boilers and fire alarm interface shut down controls in place. There are no other gas using appliances on site.	Low	Continuation of maintenance / testing regime.	Property Services	On-going, September annually	No end date
Electricity (fixed wiring)	Staff & Visitors may be electrocuted if electrical systems are poorly maintained	High	5 yearly fixed wiring checks carried out, system maintenance and works carried out only by certified competent contractors. Works projects individually controlled and subject to testing / certification regime. No unauthorised access to distribution boards, all circuits MCB / RCD protected.	Low	Fixed whole system wiring tests / inspections schedule for 2015-16. Project works, alterations, etc, subject to individual tests as appropriate. Preparatory checks in progress June 2014.	Property Services	April – June 2015	
Electricity (portable appliances)	Staff & Visitors	Med	All appliances subject to rolling test / inspection regime annually, all labelled on plug and / or appliance body. All power circuits protected by MCB / RCD's.	Low	Continuation of test program, managers and staff to be instructed to notify Property of any frayed cables / defective / faulty equipment and take out of service immediately.	Email to be issued to Centre Managers.	Rolling program.	
Equipment / Mechanical items.	Staff & Visitors Service	Staff – Low SC's -	Staff are not generally exposed to equipment / mechanical Hazards or working parts of plant such as lifts,	Staff – Low SC's -	Staff & Visitors – none. SC's – on-going assessment and	SC's & Property	On-going	No end date



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	Contractors Entrapment, crushing, contact with moving parts, electric shock	Med	etc. All plant rooms are kept locked at all times. Service Contractors – works subject to specific risk assessment. Service Contractors assessed for competency for works on specific plant items such as boilers, lifts, etc	Low	competency checks.			
Chemicals / COSHH	Staff, Visitors, and cleaners may be injured if exposed to harmful, toxic or corrosive chemicals.	Med	Cleaning materials and products largely of the proprietary “domestic” type, stored in defined cleaners areas / cupboards. Minimum (essential) quantities in public areas.	Low	Exercise on-going controls, any specific issues subject to separate assessment.	Centre Managers and Cleaners.	On-going	No end date
Environmental considerations, noise, heat, light, etc	Staff, visitors and contractors may be injured by excessive exposure to noise, heat / cold, inadequate lighting.	Low	All heating, cooling, ventilation, lighting, etc serviced and maintained on an annual basis. Fault reporting systems in place (works request) No major noise sources exist normally on the site. (works related noise issues subject to separate specific assessment. Disruptive/ hazardous works planned for “out of hours” periods.	Low	Continuation of maintenance / testing regime.	Property Services	On-going	No end date
Contractors works / maintenance	Staff, Visitors and Contractors may be injured as a result of project, service and maintenance works, equipment in use, etc.	Med	All works and maintenance contractors are reviewed at least annually to ensure competence and compliance with regulations, ACoP’s, etc and insurances maintained. All generic RA’s & Method Statements reviewed and held by Property Services. Specific works are subject to specific	Low	On-going Property Services assessments and management.	Property Services	When required and necessary.	When required and necessary.



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			assessments.					

Review Schedule

Your risk assessment should be reviewed **annually**, or sooner if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Date of Review?	Reviewed by?	Reason for review?	What changes/amendments have been made to risk assessment following the review?
June 2014	Iain Wilkie / Ivan Hackett.	Original draft reviewed for amendment and issue.	Controls and further actions amended as noted in the above assessment table. RA changed to Rev A. Further final comments incorporated for issue at Rev B (16/6/2014)
November 2014	Ivan Hackett	Minor corrections	Minor changes made and renamed Rev C. Asbestos survey notes added and renamed Rev D (28/11/14)
January 2015 & 04/16 & 05/16.	Ivan Hackett	Revue and action notes added	Action notes re: signage – All completed for DWP Areas except evacuation plans at 6/5/16 (temporary mark-up available / issued)
23 rd April 2018	Ivan Hackett	General review and update for issue with charity event RA for 03/05/18	General minor and acceptance of previous highlighted items.



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Risk Rating

High (3) Death, major injury or work related illness, permanent harm or disability	S E V E R I T Y	3	6	9
Medium (2) Injuries or work related illness where people are unable to undertake their normal work for more than 3 days ; semi permanent harm or injury		2	4	6
Low (1) All other minor injuries – first aid treatment with no permanent harm – minor cuts and bruises		1	2	3
LIKELIHOOD				
		Low (1) Where harm is unlikely to occur under normal circumstances. Low expectation of occurrence	Medium (2) Where harm is likely to occur in time or exposure to the hazard exists intermittently or hazardous event occurs occasionally	High (3) Where the hazard is likely to occur imminently or in the very short term, OR exposure is permanent or occurs frequently OR much evidence of previous harm

What does my risk rating mean?

Low (1-2)	Medium (3 -4)	High (6 -9)
Work can proceed – significant action is not required other than monitoring that things do not change and that existing measures are being monitored and maintained	Work may proceed if additional control measures are implemented within strict timescales. These measures and timescales must be proportionate to the potential consequences	Immediate action is required to control the risk before any further activity