



WORKPLACE RISK ASSESSMENTS

PART ONE

Risk Assessments

RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	1
Task/Activity:	Working at Height/Safe Use of Ladders	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Falls from height		X		X					10
2	Falling objects		X			X				8
3	Ladder slipping		X				X			6
4										
5										

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ All staff to be made aware of the risks and hazards associated with working at height and to be instructed in the appropriate safe system work ➤ All persons to be trained in basic ladder safety, including use, inspection and safety measures whilst working from ladders and at height 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ No materials or debris shall be allowed to be thrown from height ➤ A safe system of work shall be prepared prior to the commencement of any works ➤ Warning signs shall be erected stating "persons working overhead" ➤ Works shall not be permitted to take place outside during periods of adverse weather such as in strong winds or wet weather ➤ Use of ladders will only ever be used for short duration work where no viable alternative is available ➤ Damaged ladders shall not be used ➤ The painting of ladders shall not be permitted as this may mask any defects ➤ Only industrial class ladders with the appropriate CE shall be supplied and used for window cleaning operations

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ The working area shall provide protection from and to pedestrians and other road users where applicable ➤ For short duration work the use of roof ladders will be used to provide access to and from the work area ➤ For longer duration work the use of a full scaffold with toe boards, double guard rails and ladder access shall be used ➤ Ladders to be securely tied off to prevent slippage and movement ➤ Where a ladder cannot be tied or secured in any other way, it will be securely footed by another person ➤ If a ladder is being used to access a working platform the ladder shall extend 1.05m above the platform level ➤ The correct angle for a ladder is 75° or at a slope of 1:4 ➤ Overreaching from ladders shall not be permitted 	<ul style="list-style-type: none"> ➤ HSG33 Safety and Roof Work ➤ BS1129 Timber Ladders, Steps, Trestles and Lightweight Staging ➤ INDG 401 – The Work at Height Regulations 2005, A Brief Guide ➤ HSE Guidance Note – Safe Use of Ladders, Stepladders and Trestles

RISK ASSESSMENT

Company Name: JRH Support		Risk Assess. No.:		2						
Task/Activity: Slips, Trips and Falls on the Same Level		Ref. No.:								
		Date Prepared:		12/09/2013						
HAZARDS		Likelihood			Severity			Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Uneven surfaces		X					X		4
2	Poor lighting along walkways		X					X		4
3	Unsuitable, poorly maintained surfaces			X			X			3
4	Trailing leads/cables		X					X		4
5	Spills		X				X			6
6	Poorly designed stairs/steps			X			X			3
7	Pedestrian routes clear of obstructions		X					X		4
8										
9										
10										
Risk Assessment Scores:		10+ Very High Risk			5-9 High Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> All staff are to be instructed to walk calmly and not to run 	<ul style="list-style-type: none"> Operations Manager to carry out regular inspections to ensure adequate standards are maintained. Team leaders given the responsibility of maintaining standards in their areas.

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> Reasonable housekeeping standards to be maintained No trailing cables to be left across walkways Floors, staircases and doors cleaned on a regular basis by the cleaners. Repairs and maintenance of doors, floors and walkways to be carried out when necessary. Stairs and corridors to be well lit and handrail provided. 	<ul style="list-style-type: none"> INDG225 Preventing Slips and Trips at Work HSG 155 Slips and Trips: Guidance for employers on identifying hazards and controlling risks

RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	3
Task/Activity:	Electricity in the Workplace	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Overloaded sockets		X				X			6
2	Damaged cables and equipment		X				X			6
3	Use of Multiple extension bars (Daisy Chaining)		X				X			6
4	Use of electrical equipment in moist/humid conditions			X				X		2
5	Spilling liquids over equipment			X			X			3
6	Electrocution			X	X					5
7	Trailing cables		X					X		4
8										
9										
10										

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ Only competent experienced electricians to carry out electrical installations ➤ At least one person in the workplace shall have received training in electric shock treatment 	<ul style="list-style-type: none"> ➤ Ensure CO2 fire extinguisher available in office

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Ensure the electrical system is appropriately designed and will not become overloaded ➤ Ensure cables are securely fixed and do not create a trip hazard 	<ul style="list-style-type: none"> ➤ INDG 231 Electrical Safety and You ➤ HSG 85 Electricity at Work: Safe Working Practices ➤ BS7671 Requirements for Electrical Installations – IEE Wiring Regulations (16th Edition)

RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	4
Task/Activity:	Lone Working (see policy)	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Violence and aggression against staff			X		X				4
2	Work in remote/isolated areas		X			X				8
3	Manual handling		X				X			6
4	Exposure to hazardous environments/substances			X				X		2
5	Poor communications	X					X			9
6	Road rage			X			X			3

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public		Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves		Attack Alarm	X	Mobile Phone	X

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ All staff to receive appropriate training for the work they are to undertake, including manual handling, safe use of chemicals and what to do in an emergency. ➤ Staff should be informed not to leave personal possessions/valuables on display. ➤ Suitable training will be available for staff in how to deal with violent and abusive persons. 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ All staff working alone whilst away from the office are to advise their line manager of where they will be, what they will be doing and when they intend to return. ➤ Office staff should report back to the office on a regular basis and inform them of any changes to their plans.

Physical Controls <ul style="list-style-type: none"> ➤ Systems to be established to restrict the entry of non-authorised persons into the company's premises. ➤ All staff involved in lone working advised to carry a mobile phone. ➤ Staff advised to carry an attack alarm 	HSE & Other Guidance <ul style="list-style-type: none"> ➤ INDG 73 Working Alone in Safety ➤ INDG 69 Violence at Work
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RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	5
Task/Activity:	Dealing with Aggressive and Violent People	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Physical abuse			X			X			3
2	Verbal abuse		X				X			6
3	Psychological stress		X				X			6
4										
5										
6										
7										

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public		Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves		Attack Alarm	X	Mobile Phone	X

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> Suitable training will be available for staff on how to deal with violent and abusive persons. Training to be available to all staff on how to recognise the signs and avoid entering into an aggressive/violent situation. Training to be available on how to deal with aggressive individuals Staff should be informed not to leave personal possessions/valuables on display. 	Managerial/Procedural Controls <ul style="list-style-type: none"> Avoid lone working situations where possible Limit the amount of cash and valuables kept on the premises Use payment cards and cheques instead of cash Where large quantities of cash are required, utilise the services of a professional carrier to transport cash to and from the premises

Physical Controls <ul style="list-style-type: none"> All staff involved in lone working advised to carry a mobile phone. Staff advised to carry an attack alarm 	HSE & Other Guidance <ul style="list-style-type: none"> INDG 73 Working Alone in Safety INDG 69 Violence at Work
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RISK ASSESSMENT

Company Name: JRH Support		Risk Assess. No.:		6						
Task/Activity: Spillages		Ref. No.:								
		Date Prepared:		12/09/2013						
HAZARDS		Likelihood			Severity			Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Chemical spills			X		X				4
2	Water on floors from cleaning	X						X		6
3	Spilt drinks		X					X		4
4	Other spilt fluids			X				X		2
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	

PPE REQUIREMENTS					
Safety Footwear	X	Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ All staff to be informed in the risks and hazards presented by spills and spillages, particularly where they are within pedestrian walkways ➤ Where chemicals are present in the workplace, staff should ensure that all spills are cleaned up promptly using the correct appropriate materials. 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Ensure staff are provided with the equipment and resources to clean up any spills

Physical Controls	HSE & Other Guidance

RISK ASSESSMENT

Company Name: JRH Support		Risk Assess. No.:		7						
Task/Activity: Occupational Noise		Ref. No.:								
		Date Prepared:		12/09/2013						
HAZARDS		Likelihood			Severity			Risk Score		
Ref.	Key hazards/Causes associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Distracting influence on staff		X					X		4
2	Continual noise below the first action level	X						X		6
3	Loud noises above the second action level			X			X			3
4										
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED					
Members of Staff	X	Members of Public		Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<p>➤ Where the risk of hearing damage has been assessed as being high, all staff should be trained and informed of the risks and irreversible damage that may be caused by exposure to noise.</p>	<p>➤ Where employees are regularly exposed to high levels of noise, consider the need for appropriate Health Surveillance measures</p>

Physical Controls	HSE & Other Guidance

RISK ASSESSMENT

Company Name: JRH Support		Risk Assess. No.: 8	
Task/Activity: Occupational Stress		Ref. No.:	
		Date Prepared: 12/09/2013	

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards/Causes associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Too much or too little work to do	X						X		6
2	Inappropriate training		X					X		4
3	Boring repetitive work			X				X		2
4	Working environment/conditions		X					X		4
5	Not coping with responsibility			X			X			3
6	Making mistakes or errors		X				X			6
7	Excessive Noise		X					X		4

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public		Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ Ensure all staff understand the role they have to play within the organisation ➤ Ensure all staff are properly trained to do their job 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate supervision and PPE is provided and used ➤ Develop a no-blame culture so that staff will not feel like they are being persecuted when they own up to making errors ➤ Consider enabling staff to try out new tasks and job change to enable them to have added variety and to acquire new skills and confidence

Physical Controls <ul style="list-style-type: none"> ➤ Ensure that a suitable working environment is provided ➤ Ensure that ergonomically designed workstations are provided 	HSE & Other Guidance <ul style="list-style-type: none"> ➤ INDG 281 Work Related Stress
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RISK ASSESSMENT

Company Name: JRH Support		Risk Assess. No.:		9						
Task/Activity: Hazardous Substances		Ref. No.:								
		Date Prepared:		12/09/2013						
HAZARDS		Likelihood			Severity			Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Injury through inhalation		X			X				8
2	Injury through ingestion		X			X				8
3	Injury through injection			X		X				4
4	Injury through absorption		X			X				8
5	Explosion			X		X				4
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	X
Hearing Protection		Eye Protection	X	Head Protection	
Gloves	X				

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ All staff to be informed of the potential hazards to their health from contact with hazardous substances ➤ All staff who are considered to be at risk should be provided with instruction on the precautions to be taken when using and handling such substances ➤ All staff who are considered to be at risk should be provided with instruction on how to safely clean up and dispose of any potentially hazardous substances ➤ All staff to be informed that a specific COSHH assessment must be completed for every potentially hazardous substance used in the workplace 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ All hazardous substances must be identified. ➤ Any substance that is no longer in use must be disposed of safely, and in accordance with information on the Material Safety Data Sheet (MSDS). ➤ A MSDS must be obtained for every hazardous material used in the workplace. ➤ The need to use hazardous substances must be eliminated wherever possible.

Physical Controls	HSE & Other Guidance
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Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Substitute any substance with an equally effective but less hazardous material wherever possible ➤ A written COSHH risk assessment must be completed for any hazardous substances retained or used in the workplace ➤ Staff must be made aware of, and adhere to the control measures on the specific COSHH/risk assessments ➤ The COSHH/risk assessments need to be reviewed on a regular basis ➤ Contractors must not be allowed to bring chemicals onto the premises unless they have undertaken an assessment of risk and have adequate control measures in place to reduce those risks ➤ Suitable PPE must be provided and worn where the COSHH assessment determines this to be necessary ➤ All substances must be adequately and securely stored 	<ul style="list-style-type: none"> ➤ INDG136 COSHH: A Brief Guide to the Regulations ➤ COSHH essentials: Easy steps to control chemicals. Control of Substances Hazardous to Health Regulations HSG193 ➤ Control of substances hazardous to health. The Control of Substances Hazardous to Health Regulations 2002 (as amended). Approved Code of Practice and guidance L5

Comments
<ul style="list-style-type: none"> ➤ This assessment is not substance specific and a specific COSHH Assessment must be carried out for all hazardous substances used in the workplace.

RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	10
Task/Activity:	Work Related Upper Limb Disorders	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Uncomfortable working positions		X				X			6
2	Having to use excessive force		X				X			6
3	Having to carry out repetitive tasks		X				X			6
4	Poor ergonomic design		X				X			6
5										
6										

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public		Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ All staff to be trained in safe manual handling techniques ➤ All staff to be informed of the risks to their health from WRULD such as RSI and what they should do to minimise the risk ➤ Where staff are required to use equipment such as display screen equipment or other equipment, they should be provided with full instruction on how to adjust the equipment and the best way for the equipment to be used 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Ensure when purchasing new equipment and work stations, that they are ergonomically designed and adjustable to suit the needs of the individual ➤ Ensure all staff are provided with sufficient rest breaks and welfare facilities ➤ Ensure all manual handling operations are properly assessed

Physical Controls <ul style="list-style-type: none"> ➤ Ensure all necessary safety equipment is provided and that staff are familiar with its use ➤ Ensure all workstations are of an appropriate design and give consideration to the ergonomic needs of the individual 	HSE & Other Guidance <ul style="list-style-type: none"> ➤ INDG171 Arching Arms (or RSI) in Small Businesses
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RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	11
Task/Activity:	Fire Safety	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Faulty electrical wiring		X				X			6
2	Overloaded electrical circuits		X				X			6
3	In-appropriate storage of flammable substances			X		X				4
4	Discarded cigarette/match		X			X				8
5	Evacuation routes obstructed		X			X				8
6	Inadequate Means of Escape			X		X				4
7	Failure of Fire Detection/Alarm Systems			X	X					5

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ An adequate number of fire marshals are to be trained to assist with the evacuation of the premises on hearing a fire alarm ➤ All staff to be instructed in the procedures to follow on either discovering a fire or on hearing the fire alarm ➤ Regular fire drills are to be held ➤ All staff to be informed of the importance of good housekeeping and the need to keep emergency exits, fire doors and corridors clear and unobstructed at all times ➤ All staff to be instructed not to use multiple adaptors/extension leads and to avoiding overloading electrical sockets ➤ Provide training in the use of fire fighting equipment 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Ensure regular maintenance of the fire alarm and detection systems are carried out ➤ Ensure regular electrical testing is carried out including Portable Appliance Tests (PAT) ➤ Implement a no-smoking policy within all company premises and identify specific areas where smoking is permitted ➤ Portable electric heaters and fires will not be permitted within company premises, other than those supplied by the company in specific circumstances ➤ Staff are not permitted to bring in their own portable electrical heaters into the workplace

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Carry out daily checks to ensure escape routes and emergency exits are clear and unobstructed ➤ Ensure all flammable and/or explosive substances 	<ul style="list-style-type: none"> ➤ Fire Safety: An employer's guide - Office/Scottish Executive/Northern Ireland DoE/HSE

Physical Controls	HSE & Other Guidance
<p>are stored correctly and securely away from the company premises</p> <ul style="list-style-type: none"> ➤ Provide fire extinguishers of the appropriate type at key locations throughout the building 	

Comments
<ul style="list-style-type: none"> ➤ This risk assessment is a general fire safety assessment, it should not be used as a full 'Fire Risk Assessment' as required under fire safety legislation. A full Fire Risk Assessment should be carried out by a competent person with specific knowledge of fire risk assessments and a detailed understanding of the premises being assessed.

RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	12
Task/Activity:	Safe Stacking	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Manual Handling	X					X			9
2	Falling Objects		X				X			6
3	Failure of or damage to racking			X		X				4
4	Crushing injuries		X				X			6
5	Over stacking	X					X			9

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ Ensure that those persons involved with the stacking of goods are physically fit and capable of carrying out the work ➤ Provide manual handling training to all staff involved with manual handling operations 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used

Physical Controls <ul style="list-style-type: none"> ➤ Do not stack boxes, cartons, drums etc more than 3 high on each shelf ➤ Avoid manual handling of any article greater than 20kg in weight ➤ Heavy and awkward items shall where possible have their weight and centre of gravity marked on the packaging 	HSE & Other Guidance <ul style="list-style-type: none"> ➤ Booklet HS(G)76 - Health and Safety in Retail and Wholesale Warehouses- (HSE) ➤ Guidance Note PM15 - Safety in the use of pallets (HSE)
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RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	13
Task/Activity:	Safe Storage	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Over stacking		X				X			6
2	Incompatibility of substances			X		X				4
3	Poor ventilation			X			X			3
4	Hazardous substances			X			X			3
5										
6										
7										
8										
9										
10										

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public		Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection	X	Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ Ensure that those persons involved with the stacking of goods are physically fit and capable of carrying out the work ➤ Provide manual handling training to all staff involved with manual handling operations ➤ Provide training and instruction to all staff on the safe handling and storage of hazardous substances ➤ Provide training and instruction in the use of any PPE which may be required when handling substances 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ When purchasing potentially hazardous substances request details from the supplier/manufacturer on how to safely store and handle the substance, where a hazard is present consider safer alternatives

Physical Controls <ul style="list-style-type: none"> ➤ Do not stack boxes, cartons, drums etc more than 3 high on each shelf ➤ Avoid manual handling of any article greater than 20kg in weight 	HSE & Other Guidance <ul style="list-style-type: none"> ➤ Booklet HS(G)76 - Health and Safety in Retail and Wholesale Warehouses- (HSE) ➤ Guidance Note PM15 - Safety in the use of pallets (HSE)
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Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Heavy and awkward items shall where possible have their weight and centre of gravity marked on the packaging ➤ Ensure all substances are clearly labelled and where appropriate display the relevant hazard warning symbols ➤ Check the compatibility of different substances and ensure the compatibility of substances to be stored together ➤ Store all flammable substances in appropriate containers within a well ventilated secure area in accordance with HSE guidance 	

RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	14
Task/Activity:	Occupational Driving	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Tiredness		X			X				8
2	Stress		X					X		4
3	Road rage			X			X			3
4	Poor weather (such as heavy rain, ice snow)		X				X			6
5	Poor visibility		X				X			6
6	Distractions (such as mobile phones)		X			X				8
7	Improperly stored cargo			X			X			3
8	Driving under the influence			X	X					5
9	Breakdown (especially on motorways)		X				X			6
10	Fire			X			X			3

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ All persons driving on company business must have a valid UK licence appropriate to the class of vehicle being driven ➤ Drivers to be instructed on the procedures to be followed after an accident or breakdown ➤ Drivers to be trained to carry out basic safety checks on company vehicles before embarking on any trip ➤ Drivers to be instructed that that should always obey the highway code and not rush to get to meetings etc ➤ Staff are to be informed that the use of mobile phones whilst driving will not be permitted, unless a full hands-free kit has been installed and is used 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Ensure all company vehicles are taxed, insured and properly serviced/maintained ➤ Advise staff using private vehicles that their own vehicles must be insured for company use, taxed and maintained in a roadworthy condition ➤ The use of mobile phones whilst driving will not be permitted unless a full hands-free kit has been installed and is used ➤ Staff to report to the office by phone on a regular basis ➤ All company vehicles are to be covered by 24hr breakdown and roadside assistance cover

Physical Controls	HSE & Other Guidance
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Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Seat belts are to be worn by all persons when driving ➤ Mirrors are to be adjusted prior to commencing the journey and damaged mirrors should be replaced immediately ➤ Tyres (including the spare) are to be checked prior to commencing a journey ➤ All company vehicles used on company business are to be properly maintained and serviced and drivers are to report any defects or problems with the vehicles to their line manager ➤ All vehicles to be equipped with a suitable fire extinguisher and first aid kit 	<ul style="list-style-type: none"> ➤ INDG 199 Managing Vehicle Safety at the Workplace

RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	15
Task/Activity:	Food and Drink in the Workplace	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Contamination of food with chemicals/substances used in the workplace			X			X			3
2	Spilt food/drink causing slip hazard		X				X			6
3	Drink being spilt over PC's and other electrical equipment		X					X		4
4	Risk of choking (eating food too quickly!)			X			X			3
5	Workstation hygiene and cleanliness	X						X		6
6	Burns/scalding from hot drinks		X					X		4
7	Personal hygiene	X						X		6
8	Disease from vermin attracted by food debris		X				X			6

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public		Others	X

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ All staff to be informed of the hazards associated with consuming food in the workplace, other than in specified areas such as canteens and staff kitchens etc ➤ All staff to be advised on the need to maintain high standards of personal and workplace hygiene to avoid to risk of bacterial growth and to maintain a reasonable level of cleanliness within the workplace ➤ All staff to be advised of the risk of consuming food and particularly drink when working with electrical equipment such as personal computers 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Food and drink is only to be consumed within designated areas ➤ Ensure the regular cleaning of the workplace and for the disposal of all waste/debris

Physical Controls <ul style="list-style-type: none"> ➤ All rooms/areas are to be provided with suitable waste bins to encourage staff to dispose of waste properly ➤ All spills and drips to be cleaned up immediately 	HSE & Other Guidance <ul style="list-style-type: none"> ➤ Infection at work: Controlling the risks – Advisory Committee on Dangerous Pathogens
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Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Placing of non-slip flooring within kitchen ➤ Ensure adequate welfare and hand washing facilities are provided for the use of all staff 	

RISK ASSESSMENT

Company Name: JRH Support		Risk Assess. No.:		16						
Task/Activity: Workplace Equipment		Ref. No.:								
		Date Prepared:		12/09/2013						
HAZARDS		Likelihood			Severity			Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Electrocution			X	X					5
2	Noise/vibration		X				X			6
3	Trailing cables		X					X		4
4	Entanglement with moving parts			X			X			3
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED					
Members of Staff	X	Members of Public		Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ All relevant members of staff should be instructed in how to inspect and check the equipment prior to using it ➤ All relevant members of staff are to be trained in the use, selection and storage of the equipment and its accessories ➤ At least one person on the premises shall have received training in first aid and electric shock treatment 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ All equipment shall be regularly inspected, tested and maintained in accordance with manufacturers recommendations

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Power sockets shall not be overloaded ➤ The supply voltage shall always be within the operating range of the selected equipment ➤ Trailing cables shall be managed to reduce the risk 	<ul style="list-style-type: none"> ➤ HSE Guidance Notes – Safe Use of Portable Electrical Equipment ➤ HSE Information Sheet – Maintenance of Portable Electrical Equipment

Physical Controls	HSE & Other Guidance
<p>of slips, trips and falls</p> <ul style="list-style-type: none"> ➤ All tools shall be earthed or double insulated ➤ Temporary and impromptu repairs shall not be allowed ➤ All portable equipment and cables shall be inspected before use ➤ All damaged and defective equipment shall immediately be taken out of use, reported to the Manager and marked as being defective 	

RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	17
Task/Activity:	Infections and Diseases	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Leptospirosis (from Rats urine)			X		X				4
2	Psittacosis (from pigeon droppings)			X		X				4
3	Hepatitis B (from body fluids)			X			X			3
4	Hepatitis C (from body fluids)			X			X			3
5	HIV (from body fluids)			X	X					5
6	Salmonella (from contaminated produce)			X			X			3
7	Tetanus (via puncture wounds)			X			X			3
8										
9										
10										

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	X

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves	X	Aprons	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ All staff to be informed of the potential hazards to their health from contact with substances such as pigeon droppings, rats urine and body fluids ➤ All staff who are considered to be at risk should be provided with instruction on the precautions to take to avoid contracting such infections ➤ All staff who are considered to be at risk should be provided with instruction on how to safely clean up and dispose of any potentially contaminated material 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Enforce no-smoking and no-eating/drinking policies in areas where there is a potential risk

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Protective gloves to be worn whenever dealing with potentially contaminated substances 	<ul style="list-style-type: none"> ➤ indg342 Blood Borne Viruses in the Workplace ➤ Infection at Work: Controlling the Risks - Advisory

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Adequate hand washing and hygiene facilities to be provided ➤ Ensure any wounds, cuts or abrasions are properly covered with a waterproof plaster 	<p>Committee on Dangerous Pathogens</p>

RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	18
Task/Activity:	Asbestos Containing Materials	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Inhalation of asbestos dust/fibres (Mesothelioma, lung cancer and Asbestosis)			X	X					5
2	Falls of persons through fragile materials such as asbestos cement roofing			X	X					5

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	X
Hearing Protection		Eye Protection		Head Protection	
Gloves		Approved Overalls	X		

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ Only competent and licensed asbestos removal contractors shall carry out works on ACM's 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ If staff discover suspected ACM's all works are stopped immediately

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Remove or encapsulate any ACM's present within the workplace ➤ Label and identify any ACM's that are to be left in place ➤ Restrict access to work areas involving ACM's and designate it as a Respirator Zone ➤ Ensure all ACM's are kept damp when being worked on to reduce fibre release 	<ul style="list-style-type: none"> ➤ INDG223 A Short Guide to Managing Asbestos in Premises ➤ Control of Asbestos Regulations and Approved Code of Practice

Comments
<ul style="list-style-type: none"> ➤ Medical surveillance should be initiated for all persons exposed to asbestos

RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	19
Task/Activity:	Waste Collection	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Manual handling of waste		X				X			6
2	Slips, trips and falls on debris and spills		X				X			6
3	Cuts from sharps		X					X		4
4	Hazardous wastes			X		X				4
5										
6										
7										

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public		Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves	X				

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ All staff involved in the collection of waste from around the companies premises shall receive manual handling training and to be informed of the potential hazards that may be present within the wastes generated by the company ➤ Relevant company staff are to be instructed in the safe disposal of waste generated by the company and how different types of waste should be disposed of 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ All wastes are to be segregated and clearly identified

Physical Controls <ul style="list-style-type: none"> ➤ Sharps are to be disposed off in approved rigid containers ➤ All spills and debris are to be cleaned and where appropriate disinfected, immediately 	HSE & Other Guidance <ul style="list-style-type: none"> ➤ INDG 143 Getting to Grips with Manual Handling, A Short Guide ➤ INDG 398 Are you Making the Best Use of Lifting and Handling Aids
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RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	20
Task/Activity:	Control of Legionella	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Handling and use of biocides		X				X			6
2	Legionnaires disease		X		X					10
3										
4										
5										
6										
7										
8										
9										
10										

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	X

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves	X				

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> Where a potential risk of legionella exists, key managerial staff are to be informed of the potential hazards and the necessary precautions required. Potential sources of legionella include: fire hoses; showers, sinks which are infrequently used; any water tank; evaporative condensers; cooling towers; spa baths; sprinklers and internal water features/fountains 	Managerial/Procedural Controls <ul style="list-style-type: none"> Managers to ensure all safeguards are in place

Physical Controls <ul style="list-style-type: none"> Ensure water is circulated/flushed through all parts of the system on a weekly basis to avoid stagnation Where possible maintain water temperatures below 20°C or above 45°C Clean and disinfect systems every 6 months. 	HSE & Other Guidance <ul style="list-style-type: none"> Legionnaires Disease – A Guide For Employers Infection at Work: Controlling the Risks - Advisory Committee on Dangerous Pathogens
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Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Ensure deposits of algae, slime, scale, sediment and corrosion are removed/treated. ➤ Ensure system has a controlled shutdown once a year. ➤ Establish a water treatment programme (regularly alternating biocides) and ensure proper and adequate dosing of the systems is carried out. 	

RISK ASSESSMENT

Company Name: JRH Support		Risk Assess. No.:		21						
Task/Activity: Manual Handling		Ref. No.:								
		Date Prepared:		12/09/2013						
HAZARDS		Likelihood			Severity			Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Back injuries		X				X			6
2	Slips, trips and falls		X				X			6
3	Cuts, abrasions and crushing injuries		X					X		4
4										
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED					
Members of Staff	X	Members of Public		Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> All staff undertaking significant manual handling activities must be given appropriate training by a competent person 	<ul style="list-style-type: none"> Managers to ensure all safeguards are in place and that the appropriate PPE and lifting equipment is provided and used

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> Eliminate manual handling activities where possible Provide appropriate equipment to reduce or eliminate the need to undertake manual handling activities Where manual handling activities cannot be eliminated then a specific manual handling assessment must be undertaken. Taking into consideration the weight being lifted, the environment, the task itself and the capabilities of the individual 	<ul style="list-style-type: none"> INDG 398 Are you making use of the best lifting and handling aids? INDG 143 Getting to grips with manual handling Manual handling. Manual Handling Operations Regulations 1992. Guidance on Regulations L23 (Second edition)

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Assessments must be undertaken by people competent to do so (ie. they must have the appropriate training, knowledge and skill to do so) ➤ A separate specific risk assessment must be completed for pregnant staff members ➤ Where items need to be accessed above shoulder height then a step ladder or kick step must be provided and used ➤ PPE will be provided and must worn where necessary 	

Comments
<ul style="list-style-type: none"> ➤ All manual handling operations should be subject to a more detailed manual handling risk assessment.

RISK ASSESSMENT

Company Name:	JRH Support	Risk Assess. No.:	22
Task/Activity:	Use of Display Screen Equipment	Ref. No.:	
		Date Prepared:	12/09/2013

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Slips, trips and falls from trailing leads		X					X		4
2	Poor workstation/ergonomic design		X					X		4
3	Inadequate seating		X					X		4
4	Poor lighting		X					X		4
5	Reflection onto screens/VDU's		X					X		4

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public		Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ Operators to be instructed on the use and adjustment of all elements of their workstation ➤ Operators to be trained to check and inspect cables, wiring and other equipment for signs of damage and wear ➤ Operators/users to be informed of the potential health risks and controls associated with the use of display screen equipment and the need to take regular breaks 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place ➤ Ensure adequate supervision is provided and that control measures remain valid for the duration of the work ➤ Regular checks and assessments shall be made to ensure operators/users use their workstations in accordance with the appropriate risk assessment and the current Display Screen Equipment (Health and Safety) Regulations ➤ Records of any ill health or absence relating to workstation use should be retained and reviewed as part of the assessment

Physical Controls <ul style="list-style-type: none"> ➤ Individual workstations to be fully adjustable and compliant with current regulations ➤ All furniture to be correctly maintained in a satisfactory condition ➤ Operators/users to be made aware of the need for frequent rest breaks 	HSE & Other Guidance <ul style="list-style-type: none"> ➤ HSG90 VDU's: An Easy Guide to the Regulations
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RISK ASSESSMENT

Company Name: JRH Support		Risk Assess. No.:		23						
Task/Activity: Security/Acts of Terrorism		Ref. No.:								
		Date Prepared:		12/09/2013						
HAZARDS		Likelihood			Severity			Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Theft		X					X		4
2	Injury to staff and others			X		X				4
3	Vandalism/damage to property		X				X			6
4	Vandalism to fire fighting/detection equipment or other safety devices		X			X				8
5	Arson attack			X	X					5
6	Terrorist Attack			X	X					5
Risk Assessment Scores:		10+ Very High Risk			5-9 High Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ All staff to be advised to: <ul style="list-style-type: none"> • ensure windows and doors are closed within their work areas before leaving the premises • external fire doors are not to be kept propped open • ensure that all visitors sign in at reception and are escorted around the building at all times • Report any unusual or suspect packages which have either been posted to them, or they have noticed within/adjacent to the premises ➤ Lone working is to be avoided wherever practicable ➤ All staff to be made aware of any specific emergency evacuation procedures 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Consider the installation of a CCTV system ➤ Limit the number of keys issued to staff ➤ Periodically change the security codes for the doors and ensure the codes are only distributed to authorised persons ➤ Ensure there is a system to lock doors and windows at the end of the working day, and that those locks are well maintained ➤ Ensure procedures are in place to prevent unauthorised access to flat roofs ➤ Emergency out of hours telephone contacts should be available

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Ensure adequate external lighting is provided around the premises ➤ Items that attract thieves ie: money and computers should be kept out of sight 	<ul style="list-style-type: none"> ➤ Preparing for Emergencies – What you need to Know (Home Office)

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Procedures for dealing with break-ins must be in place and brought to the attention of all staff. ➤ Intruder alarms must be tested regularly and results recorded ➤ Ensure security is maintained outside of working hours, ie: manned security patrols 	

RISK ASSESSMENT

Company Name: JRH Support		Risk Assess. No.:		24						
Task/Activity: Windows and Glazing		Ref. No.:								
		Date Prepared:		12/09/2013						
HAZARDS		Likelihood			Severity			Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Injury to staff from broken glass			X				X		2
2	Injury from open windows (walking into)		X				X			6
3	Translucent wall panels, partitions and doors		X				X			6
4										
5										
6										
7										
8										
9										
10										
Risk Assessment Scores:		10+ Very High Risk			5-9 High Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> All staff to be informed of the hazards of leaving windows open, particularly where they conflict with pedestrian footpaths 	<ul style="list-style-type: none"> Managers to ensure all safeguards are in place

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> High risk glazing – ie glazing at low level, in door panels or to the side of doors, must have safety glazing that complies with British Standard 6206 Where there is a risk of falls from height from windows, then window restraints must be in place to restrict the opening of the window aperture Ground floor windows must not obstruct walkways when open, or create a risk to people walking in the area Windows must be capable of being opened without 	<ul style="list-style-type: none"> L24 Workplace health, safety and welfare: Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice and Guidance INDG170L Workplace health, safety and welfare: Workplace (Health, Safety and Welfare) Regulations 1992 A short guide for managers

Physical Controls	HSE & Other Guidance
<p>the need to over stretch or extend</p> <ul style="list-style-type: none"> ➤ Where windows at height need to be opened then window poles, step ladders or ladders must be used ➤ Large expanses of glass should be clearly marked to prevent accidental collision ➤ Where glass is damaged it should be replaced as soon as possible by competent glaziers ➤ Where glazing is replaced, it must comply with the current standards ➤ Glazing in low level glass fronted cabinets, ie: display cabinets must have safety glass installed ➤ Where safety glass is required, but not installed, consider applying an approved Safety and Security Window Film which is certified to the current British Standard 	

RISK ASSESSMENT

Company Name:		JRH Support		Risk Assess. No.:		25						
Task/Activity:		Work by Pregnant Workers		Ref. No.:								
				Date Prepared:		12/09/2013						
HAZARDS				Likelihood			Severity			Risk Score		
Ref.	Key hazards associated with the above task/activity.			Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
			Score:	3	2	1	5	4	3	2	1	
1	Injury to unborn child					X		X				4
2	Premature birth					X		X				4
3	Miscarriage					X		X				4
4	Injury to pregnant worker					X		X				4
5												
6												
7												
8												
9												
10												
Risk Assessment Scores:				10+ Very High Risk			5-9 High Risk			1-4 Low Risk		

PERSONS AFFECTED					
Members of Staff	X	Members of Public		Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> ➤ All women of child bearing age must be informed of work related potential risks if they were to become pregnant 	<ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ A written risk assessment, by a competent person, of all working activities must be undertaken upon receipt of official notification of a worker's pregnancy, this must be specific to the individual concerned ➤ Where activities that the pregnant worker undertakes are identified as potential risks, then those risks must be reduced significantly or eliminated ie: manual handling ➤ Where identified risks cannot be eliminated or reduced sufficiently then suitable alternative work should be found for the employee ➤ Where there is no suitable alternative work then the pregnant worker is entitled to paid leave ➤ Where necessary a referral to a Occupational Health specialist must be made

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Where the pregnant worker normally carries out physical work, or work which may endanger an unborn child, consideration should be given to finding alternative work 	<ul style="list-style-type: none"> ➤ INDG 334 Working safely with ionising radiation: Guidelines for expectant or breastfeeding mothers

Comments
<ul style="list-style-type: none"> ➤ Any work which involves an aspect of manual handling, standing for long periods, dealing with potentially violent persons, working with sources of radiation or extreme heat may all increase the risk of harm to either the pregnant worker or their unborn child

RISK ASSESSMENT

Company Name: JRH Support		Risk Assess. No.:		26						
Task/Activity: Use of Welfare Facilities		Ref. No.:								
		Date Prepared:		12/09/2013						
HAZARDS		Likelihood			Severity			Risk Score		
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Inadequate toilet facilities			X				X		2
2	Inadequate hand washing facilities			X				X		2
3	Inappropriate drinking water supply			X				X		2
4	Inadequate rest areas			X				X		2
5	Inadequate smoking facilities		X				X			6
6	Inadequate ventilation/extreme temperatures		X					X		4
7	Poor housekeeping and hygiene standards		X				X			6
8										
9										
10										
Risk Assessment Scores:		10+ Very High Risk		5-9 High Risk		1-4 Low Risk				

PERSONS AFFECTED					
Members of Staff	X	Members of Public	X	Others	X

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves					

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial/Procedural Controls
<ul style="list-style-type: none"> All staff to be informed of the need to maintain high standards of hygiene and welfare provision and for the need to ensure that they clean up after themselves 	<ul style="list-style-type: none"> Managers to ensure all safeguards are in place Local cleaning company to be employed to clean the offices and welfare facilities on a daily basis Where air conditioning systems are included in the workplace to improve the working environment, managers must ensure that all such equipment is maintained and regularly serviced to avoid hazards such as Legionnaires disease

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> There must be separate staff toilets with ratios meeting the requirements of the Workplace (Health, Safety and Welfare) Regulations within office areas Hand washing facilities should be available with hot water, soap and hand drying facilities 	<ul style="list-style-type: none"> INDG259 An Introduction to Health and Safety GEIS1 Heat Stress in the Workplace. What you Need to Know as an Employer INDG244 Workplace Health, Safety and Welfare – A Short Guide for Managers

Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Drinking water must be available for staff clearly labelled as such ➤ Ensure the toilet areas are well maintained and regularly cleaned ➤ Ensure sanitary disposal systems are in place where necessary ➤ Ensure that the workplace and welfare facilities are properly heated and ventilated to an appropriate temperature 	

RISK ASSESSMENT

Company Name: JRH Support		Risk Assess. No.: 27	
Task/Activity: General Cleaning		Ref. No.:	
		Date Prepared: 12/09/2013	

HAZARDS		Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1	Manual handling	X						X		6
2	Needle stick injuries		X				X			6
3	Weils disease			X		X				4
4	Occupational dermatitis		X				X			6
5	Chemical exposure		X				X			6
6	Electrocution			X	X					5
7	Injury from badly maintained or inappropriately used equipment			X		X				4
8	Slips, Trips and Falls		X				X			6
9	Working at height		X			X				8
10	Lone working	X					X			9

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk
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PERSONS AFFECTED					
Members of Staff	X	Members of Public		Visitors	
Contractors	X	Young Persons	X	Others	

PPE REQUIREMENTS					
Safety Footwear		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves	X				

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training <ul style="list-style-type: none"> ➤ Appropriate training must be given in the use of equipment and chemicals that are used during the cleaning operations 	Managerial/Procedural Controls <ul style="list-style-type: none"> ➤ Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used ➤ Check the experience and competence of the cleaning contractors and ensure that they have sufficient health and safety procedures that address the work activities being undertaken ➤ Obtain information from any cleaning contractors about any hazards which they may introduce into the workplace

Physical Controls <ul style="list-style-type: none"> ➤ Hazardous substances must be used and stored correctly 	HSE & Other Guidance <ul style="list-style-type: none"> ➤ INDG 398 Are you making use of the best lifting and handling aids?
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Physical Controls	HSE & Other Guidance
<ul style="list-style-type: none"> ➤ Manual handling must be performed correctly ➤ Electrical equipment must be safe to use and regularly inspected and tested by a competent person ➤ All equipment must be in a good state of repair ➤ Cleaning should be undertaken at times that will minimise the risk to others ie: outside of working hours ➤ Appropriate signs must be used to highlight risks ie: wet floors ➤ Hazardous waste must be disposed of correctly and surfaces properly disinfected. ➤ Appropriate equipment must be used to minimise risks for example the use of long handled dustpans and brush to avoid bending over ➤ All lone workers are to report to their supervisor each hour 	<ul style="list-style-type: none"> ➤ INDG 143 Getting to grips with manual handling ➤ Manual handling. Manual Handling Operations Regulations 1992. Guidance on Regulations L23 (Second edition) ➤ HSE Info Sheet MISC 613 – Safety in Window Cleaning Using Portable Ladders ➤ INDG 401 – The Work at Height Regulations 2005, A Brief Guide ➤ INDG136 COSHH: A Brief Guide to the Regulations ➤ COSHH essentials: Easy steps to control chemicals. Control of Substances Hazardous to Health Regulations HSG193 ➤ Control of substances hazardous to health. The Control of Substances Hazardous to Health Regulations 2002 (as amended). Approved Code of Practice and guidance L5 ➤ INDG 225 Preventing Slips and Trips at Work

PART TWO





COSHH Assessments

COSHH Assessments



COSHH – Know your warning symbols

Under COSHH or the Control of Substances Hazardous to Health Regulations 2002, all persons at work need to know the safety precautions to take so as not to endanger themselves or others through exposure to substances hazardous to health. Below are the four general classifications of risk – know the appropriate symbol, their meaning and their safety precautions.

Meaning	Symbol	Safety Precautions
Toxic/Very Toxic May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin.		<ol style="list-style-type: none"> 1. Wear suitable protective clothing, gloves and eye/face protection. 2. After contact with skin, wash immediately with plenty of water. 3. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. 4. In case of accident or if you feel unwell, seek medical advice immediately.
Corrosive May on contact cause destruction of living tissues or burns		<ol style="list-style-type: none"> 1. Wear suitable gloves and eye/face protection 2. Take off immediately all contaminated clothing 3. In case of contact with skin wash immediately with plenty of water. 4. In case of contact with eyes, rinse immediately (for minimum of 15 minutes) with plenty of water and seek medical advice.
Harmful May cause limited health risk if inhaled or ingested or if it penetrates the skin		<ol style="list-style-type: none"> 1. Do not breathe vapour/spray/dust. 2. Avoid contact with skin 3. Wash thoroughly before you eat, drink or smoke. 4. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
Irritant May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or inhaled.		<ol style="list-style-type: none"> 1. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. 2. In case of contact with skin, wash immediately with plenty of water 3. Do not breathe vapour/spray/dust.

RISK PHRASES

- R1: Explosive when dry
- R2: Risk of explosion by shock, friction, fire or other sources of ignition
- R3: Extreme risk of explosion by shock, friction, fire or other sources of ignition
- R4: Forms very sensitive explosive metallic compounds
- R5: Heating may cause an explosion
- R6: Explosive with or without contact with air
- R7: May cause fire
- R8: Contact with combustible material may cause fire
- R9: Explosive when mixed with combustible material
- R10: Flammable
- R11: Highly flammable
- R12: Extremely flammable
- R14: Reacts violently with water
- R15: Contact with water liberates highly flammable gases
- R16: Explosive when mixed with oxidising substances
- R17: Spontaneously flammable in air
- R18: In use, may form flammable/explosive vapour-air mixture
- R19: May form explosive peroxides
- R20: Harmful by inhalation
- R21: Harmful in contact with skin
- R22: Harmful if swallowed
- R23: Toxic by inhalation
- R24: Toxic in contact with skin
- R25: Toxic if swallowed
- R26: Very toxic by inhalation
- R27: Very toxic in contact with skin
- R28: Very toxic if swallowed
- R29: Contact with water liberates toxic gas
- R30: Can become highly flammable in use
- R31: Contact with acids liberates toxic gas
- R32: Contact with acids liberates very toxic gas
- R33: Danger of cumulative effects
- R34: Causes burns
- R35: Causes severe burns
- R36: Irritating to eyes
- R37: Irritating to respiratory system
- R38: Irritating to the skin
- R39: Danger of very serious irreversible effects
- R40: Limited evidence of a carcinogenic effect
- R41: Risk of serious damage to eyes
- R42: May cause sensitisation by inhalation
- R43: May cause sensitisation by skin contact
- R44: Risk of explosion if heated under confinement
- R45: May cause cancer
- R46: May cause heritable genetic damage
- R48: Danger of serious damage to health by prolonged exposure
- R49: May cause cancer by inhalation

R50: Very toxic to aquatic organisms
R51: Toxic to aquatic organisms
R52: Harmful to aquatic organisms
R53: May cause long term adverse effects in the aquatic environment
R54: Toxic to flora
R55: Toxic to fauna
R56: Toxic to soil organisms
R57: Toxic to bees
R58: May cause long term adverse effects in the environment
R59: Dangerous for the ozone layer
R60: May impair fertility
R61: May cause harm to the unborn child
R62: Possible risk of impaired fertility
R63: Possible risk of harm to the unborn child
R64: May cause harm to breastfed babies
R65: Harmful: may cause lung damaged if swallowed
R66: Repeated exposure may cause skin dryness or cracking
R67: Vapours may cause drowsiness or dizziness
R68: Possible risk of irreversible effects

SAFETY PHRASES

- S1: Keep locked up
- S2: Keep out of reach of children
- S3: Keep in a cool place
- S4: Keep away from living quarters
- S5: Keep contents under.(appropriate liquid to be specified by the manufacturer)
- S6: Keep under ... (inert gas to be specified by the manufacturer)
- S7: Keep container tightly closed
- S8: Keep container dry
- S9: Keep container in a well ventilated place
- S12: Do not keep the container sealed
- S13: Keep away from food, drink and animal feeding-stuffs
- S14: Keep away from .. (incompatible materials to be indicated by the manufacturer)
- S15: Keep away from heat
- S16: Keep away from sources of ignition - No Smoking
- S17: Keep away from combustible material
- S18: Handle and open container with care
- S20: When using do not eat or drink
- S21: When using do not smoke
- S22: Do not breathe dust
- S23: Do not breathe gas/fumes/vapour/spray (appropriate wording to be specified by manufacturer)
- S24: Avoid contact with skin
- S25: Avoid contact with eyes
- S26: In case of contact with eyes, rinse immediately with plenty of water and seek medical advice
- S27: Take off immediately all contaminated clothing
- S28: After contact with skin, wash immediately with plenty of ... (to be specified by the manufacturer)
- S29: Do not empty into drains
- S30: Never add water to this product
- S33: Take precautionary measures against static discharges
- S34: Avoid shock and friction
- S35: This material and its container must be disposed of in a safe way
- S36: Wear suitable protective clothing
- S37: Wear suitable gloves
- S38: In case of insufficient ventilation, wear suitable respiratory equipment
- S39: Wear eye/face protection
- S40: To clean the floor and all objects contaminated by this material use (to be specified by the manufacturer)
- S41: In case of fire and/or explosion do not breathe fumes
- S42: During fumigation/spraying wear suitable respiratory equipment (Appropriate wording to be specified by the manufacturer)
- S43: In case of fire, use ... (indicate in the space the precise type of fire-fighting equipment. If water increases the risk, add - Never use water)
- S45: In case of accident or if you feel unwell, seek medical advice immediately (show the label where possible)

- S46: If swallowed seek medical advice immediately and show this container or label
- S47: Keep at temperature not exceeding ... °C (to be specified by the manufacture)
- S48: Keep wet with ... (appropriate material to be specified by the manufacturer)
- S49: Keep only in the original container
- S50: Do not mix with ... (to be specified by the manufacturer)
- S51: Use only in well ventilated areas
- S52: Not recommended for interior use on large surface areas
- S53: Avoid exposure - obtain special instruction before use
- S56: Dispose of this material and its container to hazardous or special waste collection point
- S57: Use appropriate containment to avoid environmental contamination
- S59: Refer to manufacturer/supplier for information on recovery/recycling
- S60: This material and/or its container must be disposed of as hazardous waste
- S61: Avoid release to the environment. Refer to special instructions/safety data sheet
- S62: If swallowed, do not induce vomiting: seek medical advice immediately and show this container or label
- S63: In case of accident by inhalation: remove casualty to fresh air and keep at rest
- S64: If swallowed, rinse mouth with water (only if the person is conscious)

COSHH ASSESSMENTS INDEX

COSHH ASSESS. NO.	TITLE
1	PVA Adhesive
2	Unleaded Petrol
3	Diesel
4	White Spirit
5	High Gloss Interior Paint
6	Vinyl Matt (Paint)
7	Spray Lubricant/Penetrant Oil
8	Caustic Soda
9	Sodium Hypochlorite (Bleach)
10	Furniture Polish
11	BLANK
12	BLANK
13	BLANK
14	BLANK
15	BLANK

PRELIMINARY COSHH ASSESSMENT

Product Name(s):	PVA Adhesive	COSHH Assess. No.:	1
Description of Substance:	Ready mixed adhesive	Assessed By:	P.Battershall
Workplace Exposure Limits:		Date:	12/09/2013
Task/Activity:	Liquid adhesive normally applied with a brush or spreader.	Risk Phrases:	
		Safety Phrases:	
Suppliers Name & Address:	Generic	Telephone/ Fax No's:	
		MSDS Attached:	No

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	No	No	Yes	No	No







ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	
Ingestion	X	Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes	No	No	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance.	➤ Ensure that adequate supervision is provided at all times.

First Aid/Hygiene Arrangements

➤ Wash skin thoroughly with soap and clean water ➤ If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention. ➤ If inhalation or ingestion occurs, seek immediate medical attention.

Fire Precautions

➤

First Aid/Hygiene Arrangements	Fire Precautions
<ul style="list-style-type: none"> ➤ Wash out the mouth with clean water where appropriate. 	

LEV Requirements	Monitoring Requirements
<ul style="list-style-type: none"> ➤ Ensure that the work area is well ventilated at all times. 	<ul style="list-style-type: none"> ➤ Consider additional monitoring if this product is to be used within a confined space. ➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.

Transport Arrangements	Storage Requirements
<ul style="list-style-type: none"> ➤ No special requirements for small quantities 	<ul style="list-style-type: none"> ➤ Store in a dry, well ventilated and secure store. ➤ Always store upright with the lids firmly secured. ➤ Protect from extremes of temperature.

Spillage Procedures	Disposal Requirements
<ul style="list-style-type: none"> ➤ Spillages should be contained and cleaned up using absorbent pads. These should then be placed into a suitable container for disposal. 	<ul style="list-style-type: none"> ➤ Dispose of waste containers etc as normal waste via a licensed waste contractor.

Comments
<p>This is only a preliminary assessment based on generic information for similar products.</p> <p>This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the employers responsibility to ensure that a suitable and sufficient assessment of the risks are undertaken when using any material which may be hazardous to health. If in doubt seek competent professional advice.</p> <p>An up to date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.</p>

PRELIMINARY COSHH ASSESSMENT

Product Name(s):	Unleaded Petrol	COSHH Assess. No.:	2
Description of Substance:	Clear yellow liquid with characteristic odour	Assessed By:	P.Battershall
Workplace Exposure Limits:	Benzene 1ppm n-Hexane 20ppm LTEL	Date:	12/09/2013
Task/Activity:	Used as a fuel for vehicles, plant and other powered equipment.	Risk Phrases:	R11 R20 R23 R24 R25 R36 R38 R45 R46 R48 R51 R52 R53 R62 R65 R67
		Safety Phrases:	S9 S16 S23 S24 S29 S33 S61 S62
Suppliers Name & Address:	Generic	Telephone/ Fax No's:	
		MSDS Attached:	No

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
Yes	No	Yes	Yes	Yes	Yes	Yes	No







ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions	X	Injection	

PERSONS AT RISK

Users of the product	X	Members of Public	X	Visitors	
Other Workers	X	Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes	No	Yes	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance.	➤ Ensure that adequate supervision is provided at all times.

First Aid/Hygiene Arrangements	Fire Precautions
<ul style="list-style-type: none"> ➤ Wash skin thoroughly with soap and clean water ➤ If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention. ➤ If inhalation or ingestion occurs, seek immediate medical attention. ➤ Wash out the mouth with clean water where appropriate. 	<ul style="list-style-type: none"> ➤ No smoking to be permitted in the vicinity of the substance. ➤ No hot works to be allowed in the vicinity of the works. ➤ Use CO2 or dry powder extinguisher

LEV Requirements	Monitoring Requirements
<ul style="list-style-type: none"> ➤ Ensure that the work area is well ventilated at all times. 	<ul style="list-style-type: none"> ➤ Consider additional monitoring if this product is to be used within a confined space. ➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.

Transport Arrangements	Storage Requirements
<ul style="list-style-type: none"> ➤ No special requirements for small quantities 	<ul style="list-style-type: none"> ➤ Store in a dry, well ventilated and secure store. ➤ Always store upright with the lids firmly secured. ➤ Protect from extremes of temperature.

Spillage Procedures	Disposal Requirements
<ul style="list-style-type: none"> ➤ Spillages should be contained and cleaned up using a proprietary spill kit/absorbent pads. These should then be placed into a suitable container for disposal. 	<ul style="list-style-type: none"> ➤ Dispose of as special waste via a licensed waste contractor.

Comments
<p>This is only a preliminary assessment based on generic information for similar products.</p> <p>This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the employers responsibility to ensure that a suitable and sufficient assessment of the risks are undertaken when using any material which may be hazardous to health. If in doubt seek competent professional advice.</p> <p>An up to date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.</p>

PRELIMINARY COSHH ASSESSMENT

Product Name(s):	Diesel	COSHH Assess. No.:	3
Description of Substance:	Clear colourless liquid with characteristic odour	Assessed By:	P.Battershall
Workplace Exposure Limits:	Complex mixture of hydrocarbons 100ppm	Date:	12/09/2013
Task/Activity:	Used as a fuel for vehicles and generators.	Risk Phrases:	R10
Suppliers Name & Address:	Generic	Safety Phrases:	
		Telephone/Fax No's:	
		MSDS Attached:	No

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
Yes	No	No	Yes	Yes	Yes	Yes	No







ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions	X	Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons			

PPE REQUIREMENTS

						Other:	Other:
Yes	No	Yes	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance.	➤ Ensure that adequate supervision is provided at all times.

First Aid/Hygiene Arrangements

<ul style="list-style-type: none"> ➤ Wash skin thoroughly with soap and clean water ➤ If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention. ➤ If inhalation or ingestion occurs, seek immediate medical attention.

Fire Precautions

<ul style="list-style-type: none"> ➤ No smoking to be permitted in the vicinity of the works. ➤ No hot works to be allowed in the vicinity of the works. ➤ Use CO2 or dry powder extinguisher
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First Aid/Hygiene Arrangements	Fire Precautions
<ul style="list-style-type: none"> ➤ Wash out the mouth with clean water where appropriate. 	

LEV Requirements	Monitoring Requirements
<ul style="list-style-type: none"> ➤ Ensure that the work area is well ventilated at all times. 	<ul style="list-style-type: none"> ➤ Consider additional monitoring if this product is to be used within a confined space. ➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.

Transport Arrangements	Storage Requirements
<ul style="list-style-type: none"> ➤ No special requirements for small quantities 	<ul style="list-style-type: none"> ➤ Store in a dry, well ventilated and secure store. ➤ Always store upright with the lids firmly secured. ➤ Protect from extremes of temperature.




Spillage Procedures	Disposal Requirements
<ul style="list-style-type: none"> ➤ Spillages should be contained and cleaned up using a proprietary spill kit/absorbent pads. These should then be placed into a suitable container for disposal. 	<ul style="list-style-type: none"> ➤ Dispose of waste as special waste via a licensed waste contractor.

Comments
<p>This is only a preliminary assessment based on generic information for similar products.</p> <p>This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the employers responsibility to ensure that a suitable and sufficient assessment of the risks are undertaken when using any material which may be hazardous to health. If in doubt seek competent professional advice.</p> <p>An up to date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.</p>

PRELIMINARY COSHH ASSESSMENT

Product Name(s):	White Spirit	COSHH Assess. No.:	4
Description of Substance:	White Spirit	Assessed By:	P.Battershall
Workplace Exposure Limits:	White Spirit 100ppm LTEL White Spirit 125ppm STEL	Date:	12/09/2013
Task/Activity:	Used to thin oil based paints and to clean paint brushes and rollers etc following the application of such paints.	Risk Phrases:	R10, R38, R51, R53, R65
		Safety Phrases:	S23 S24 S25 S26 S36 S37 S39 S51
Suppliers Name & Address:	Generic	Telephone/ Fax No's:	
		MSDS Attached:	No

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
Yes	No	No	Yes	Yes	Yes	Yes	No







ROUTE OF EXPOSURE

Skin		Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons			

PPE REQUIREMENTS

						Other:	Other:
No	No	Yes	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<ul style="list-style-type: none"> ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. 	<ul style="list-style-type: none"> ➤ Ensure that adequate supervision is provided at all times.

First Aid/Hygiene Arrangements

<ul style="list-style-type: none"> ➤ Wash skin thoroughly with soap and clean water ➤ If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention. ➤ If inhalation or ingestion occurs, seek immediate
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Fire Precautions

<ul style="list-style-type: none"> ➤ No smoking to be permitted in the vicinity of the works. ➤ No hot works to be allowed in the vicinity of the works. ➤ Use CO2 or dry powder extinguisher
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First Aid/Hygiene Arrangements	Fire Precautions
<p>medical attention.</p> <ul style="list-style-type: none"> ➤ Wash out the mouth with clean water where appropriate. 	

LEV Requirements	Monitoring Requirements
<ul style="list-style-type: none"> ➤ Ensure that the work area is well ventilated at all times. 	<ul style="list-style-type: none"> ➤ Consider additional monitoring if this product is to be used within a confined space. ➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.

Transport Arrangements	Storage Requirements
<ul style="list-style-type: none"> ➤ No special requirements for small quantities 	<ul style="list-style-type: none"> ➤ Store in a dry, well ventilated and secure store. ➤ Always store upright with the lids firmly secured. ➤ Protect from extremes of temperature.

Spillage Procedures	Disposal Requirements
<ul style="list-style-type: none"> ➤ Spillages should be contained and cleaned up using a proprietary spill kit/absorbent pads. These should then be placed into a suitable container for disposal. 	<ul style="list-style-type: none"> ➤ Dispose of waste as special waste via a licensed waste contractor.

Comments
<p>This is only a preliminary assessment based on generic information for similar products.</p> <p>This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the employers responsibility to ensure that a suitable and sufficient assessment of the risks are undertaken when using any material which may be hazardous to health. If in doubt seek competent professional advice.</p> <p>An up to date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.</p>

PRELIMINARY COSHH ASSESSMENT

Product Name(s):	High Gloss Interior Paint	COSHH Assess. No.:	5
Description of Substance:	High Gloss Interior Paint	Assessed By:	P.Battershall
Workplace Exposure Limits:	White Spirit 100 ppm LTEL White Spirit 125 ppm STEL	Date:	12/09/2013
Task/Activity:	Painting of interior woodwork such as doors, door frames and window sills.	Risk Phrases:	
		Safety Phrases:	S23 S24 S25 S26 S37 S39 S51
Suppliers Name & Address:	Generic	Telephone/ Fax No's:	
		MSDS Attached:	No

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	No	Yes	Yes	Yes	No







ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons			

PPE REQUIREMENTS

						Other:	Other:
No	Yes	No	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance.	➤ Ensure that adequate supervision is provided at all times.

First Aid/Hygiene Arrangements

<ul style="list-style-type: none"> ➤ Wash skin thoroughly with soap and clean water ➤ If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention. ➤ If inhalation or ingestion occurs, seek immediate
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Fire Precautions

<ul style="list-style-type: none"> ➤ No smoking to be permitted in the vicinity of the works.
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First Aid/Hygiene Arrangements	Fire Precautions
<p>medical attention.</p> <ul style="list-style-type: none"> ➤ Wash out the mouth with clean water where appropriate. ➤ No smoking to be permitted in the vicinity of the works. 	

LEV Requirements	Monitoring Requirements
<ul style="list-style-type: none"> ➤ Ensure that the work area is well ventilated at all times. 	<ul style="list-style-type: none"> ➤ Consider additional monitoring if this product is to be used within a confined space. ➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.

Transport Arrangements	Storage Requirements
<ul style="list-style-type: none"> ➤ No special requirements for small quantities 	<ul style="list-style-type: none"> ➤ Store in a dry, well ventilated and secure store. ➤ Always store upright with the lids firmly secured. ➤ Protect from extremes of temperature.

Spillage Procedures	Disposal Requirements
<ul style="list-style-type: none"> ➤ Spillages should be contained and cleaned up using a proprietary spill kit/absorbent pads and White Spirit. These should then be placed into a suitable container for disposal. 	<ul style="list-style-type: none"> ➤ Dispose of waste containers etc as normal waste via a licensed waste contractor.

Comments
<p>This is only a preliminary assessment based on generic information for similar products.</p> <p>This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the employers responsibility to ensure that a suitable and sufficient assessment of the risks are undertaken when using any material which may be hazardous to health. If in doubt seek competent professional advice.</p> <p>An up to date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.</p>

PRELIMINARY COSHH ASSESSMENT

Product Name(s):	Vinyl Matt (Paint)	COSHH Assess. No.:	6
Description of Substance:	Vinyl Matt (Paint)	Assessed By:	P.Battershall
Workplace Exposure Limits:		Date:	12/09/2013
Task/Activity:	Paint applied by brush or roller to walls, ceilings or other surfaces.	Risk Phrases:	
		Safety Phrases:	
Suppliers Name & Address:	Generic	Telephone/ Fax No's:	
		MSDS Attached:	No

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	No	No	No	No	No







ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons			

PPE REQUIREMENTS

						Other:	Other:
No	Yes	No	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance.	➤ Ensure that adequate supervision is provided at all times.

First Aid/Hygiene Arrangements

<ul style="list-style-type: none"> ➤ Wash skin thoroughly with soap and clean water ➤ If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention. ➤ Wash out the mouth with clean water where appropriate.

Fire Precautions

<ul style="list-style-type: none"> ➤ No smoking to be permitted in the vicinity of the works.
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First Aid/Hygiene Arrangements	Fire Precautions

LEV Requirements	Monitoring Requirements
<ul style="list-style-type: none"> ➤ Ensure that the work area is well ventilated at all times. 	<ul style="list-style-type: none"> ➤ Consider additional monitoring if this product is to be used within a confined space. ➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.

Transport Arrangements	Storage Requirements
<ul style="list-style-type: none"> ➤ No special requirements for small quantities 	<ul style="list-style-type: none"> ➤ Store in a dry, well ventilated and secure store. ➤ Always store upright with the lids firmly secured. ➤ Protect from extremes of temperature.

Spillage Procedures	Disposal Requirements
<ul style="list-style-type: none"> ➤ Spillages should be contained and cleaned up using a proprietary spill kit/absorbent pads. These should then be placed into a suitable container for disposal. 	<ul style="list-style-type: none"> ➤ Dispose of waste containers etc as normal waste via a licensed waste contractor.

Comments
<p>This is only a preliminary assessment based on generic information for similar products.</p> <p>This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the employers responsibility to ensure that a suitable and sufficient assessment of the risks are undertaken when using any material which may be hazardous to health. If in doubt seek competent professional advice.</p> <p>An up to date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.</p>

PRELIMINARY COSHH ASSESSMENT

Product Name(s):	Spray Lubricant/Penetrant Oil	COSHH Assess. No.:	7
Description of Substance:	Aerosol penetrant oil/lubricant	Assessed By:	P.Battershall
Workplace Exposure Limits:		Date:	12/09/2013
Task/Activity:	Spraying of penetrant onto corroded/seized parts such as nuts and bolts, seized locks etc	Risk Phrases:	R10, R65, R66
		Safety Phrases:	S2
Suppliers Name & Address:	Generic	Telephone/Fax No's:	
		MSDS Attached:	Yes / No

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
Yes	No	No	Yes	Yes	Yes	Yes	No







ROUTE OF EXPOSURE

Skin		Eyes	X	Inhalation	X
Ingestion		Cuts/ Abrasions	X	Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes	Optional	Yes	No	Yes	No	Yes/No	Yes/No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance.	➤ Ensure that adequate supervision is provided at all times.

First Aid/Hygiene Arrangements

<ul style="list-style-type: none"> ➤ Wash skin thoroughly with soap and clean water ➤ If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention. ➤ If inhalation or ingestion occurs, seek immediate medical attention.

Fire Precautions

<ul style="list-style-type: none"> ➤ No smoking to be permitted in the vicinity of the works. ➤ No hot works to be allowed in the vicinity of the works. ➤ Use CO2 or dry powder extinguisher
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First Aid/Hygiene Arrangements	Fire Precautions
<ul style="list-style-type: none"> ➤ Wash out the mouth with clean water where appropriate. 	

LEV Requirements	Monitoring Requirements
<ul style="list-style-type: none"> ➤ Ensure that the work area is well ventilated at all times. 	<ul style="list-style-type: none"> ➤ Consider additional monitoring if this product is to be used within a confined space. ➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.

Transport Arrangements	Storage Requirements
<ul style="list-style-type: none"> ➤ No special requirements for small quantities 	<ul style="list-style-type: none"> ➤ Store in a dry, well ventilated and secure store. ➤ Always store upright with the lids firmly secured. ➤ Protect from extremes of temperature.

Spillage Procedures	Disposal Requirements
<ul style="list-style-type: none"> ➤ Spillages should be contained and cleaned up using a proprietary spill kit/absorbent pads. These should then be placed into a suitable container for disposal. 	<ul style="list-style-type: none"> ➤ Dispose of waste containers etc as normal waste via a licensed waste contractor.

Comments
<p>This is only a preliminary assessment based on generic information for similar products.</p> <p>This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the employers responsibility to ensure that a suitable and sufficient assessment of the risks are undertaken when using any material which may be hazardous to health. If in doubt seek competent professional advice.</p> <p>An up to date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.</p>

PRELIMINARY COSHH ASSESSMENT

Product Name(s):	Caustic Soda	COSHH Assess. No.:	8
Description of Substance:	Sodium Hydroxide	Assessed By:	P.Battershall
Workplace Exposure Limits:	2mg/m3 STEL	Date:	12/09/2013
Task/Activity:	Drain cleaning	Risk Phrases:	R35
		Safety Phrases:	S26, S37, S39, S45
Suppliers Name & Address:	generic	Telephone/ Fax No's:	
		MSDS Attached:	No

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	Yes	Yes	Yes	Yes	Yes







ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	
Ingestion	X	Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons	X		

PPE REQUIREMENTS

						Other:	Other:
Yes	Yes	No	No	Yes	Yes	Yes/No	Yes/No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance.	➤ Ensure that adequate supervision is provided at all times.

First Aid/Hygiene Arrangements

➤ Wash skin thoroughly with soap and clean water for at least 10 minutes ➤ If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention. ➤ If inhalation or ingestion occurs, seek immediate
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Fire Precautions

➤ No smoking to be permitted in the vicinity of the works.
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First Aid/Hygiene Arrangements	Fire Precautions
<p>medical attention.</p> <ul style="list-style-type: none"> ➤ Wash out the mouth with clean water where appropriate. 	

LEV Requirements	Monitoring Requirements
<ul style="list-style-type: none"> ➤ Ensure that the work area is well ventilated at all times. 	<ul style="list-style-type: none"> ➤ Consider additional monitoring if this product is to be used within a confined space. ➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.

Transport Arrangements	Storage Requirements
<ul style="list-style-type: none"> ➤ No special requirements for small quantities 	<ul style="list-style-type: none"> ➤ Store in a dry, well ventilated and secure store. ➤ Always store upright with the lids firmly secured. ➤ Protect from extremes of temperature.

Spillage Procedures	Disposal Requirements
<ul style="list-style-type: none"> ➤ Spillages should be contained and cleaned up using absorbent pads. These should then be placed into a suitable container for disposal. 	<ul style="list-style-type: none"> ➤ Dispose of waste containers etc as normal waste via a licensed waste contractor.

Comments
<p>This is only a preliminary assessment based on generic information for similar products.</p> <p>This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the employers responsibility to ensure that a suitable and sufficient assessment of the risks are undertaken when using any material which may be hazardous to health. If in doubt seek competent professional advice.</p> <p>An up to date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.</p>

PRELIMINARY COSHH ASSESSMENT

Product Name(s):	Sodium Hypochlorite	COSHH Assess. No.:	9
Description of Substance:	Liquid bleach	Assessed By:	P.Battershall
Workplace Exposure Limits:		Date:	12/09/2013
Task/Activity:	Used for cleaning and disinfecting.	Risk Phrases:	
		Safety Phrases:	S1, S2, S28, S45, S50
Suppliers Name & Address:	Generic	Telephone/ Fax No's:	
		MSDS Attached:	No

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	Yes	Yes	Yes	Yes	No







ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons			

PPE REQUIREMENTS

						Other:	Other:
Yes	Yes	Yes	No	Yes	No	Yes/No	Yes/No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<ul style="list-style-type: none"> ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. 	<ul style="list-style-type: none"> ➤ Ensure that adequate supervision is provided at all times.

First Aid/Hygiene Arrangements

<ul style="list-style-type: none"> ➤ Wash skin thoroughly with soap and clean water ➤ If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention. ➤ If inhalation or ingestion occurs, seek immediate medical attention.

Fire Precautions

<ul style="list-style-type: none"> ➤ No smoking to be permitted in the vicinity of the works.
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First Aid/Hygiene Arrangements	Fire Precautions
<ul style="list-style-type: none"> ➤ Wash out the mouth with clean water where appropriate. 	

LEV Requirements	Monitoring Requirements
<ul style="list-style-type: none"> ➤ Ensure that the work area is well ventilated at all times. 	<ul style="list-style-type: none"> ➤ Consider additional monitoring if this product is to be used within a confined space. ➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.

Transport Arrangements	Storage Requirements
<ul style="list-style-type: none"> ➤ No special requirements for small quantities 	<ul style="list-style-type: none"> ➤ Store in a dry, well ventilated and secure store. ➤ Always store upright with the lids firmly secured. ➤ Protect from extremes of temperature.

Spillage Procedures	Disposal Requirements
<ul style="list-style-type: none"> ➤ Spillages should be washed down and cleaned up using absorbent pads. These should then be placed into a suitable container for disposal. 	<ul style="list-style-type: none"> ➤ Dispose of waste containers etc as normal waste via a licensed waste contractor.

Comments
<p>This is only a preliminary assessment based on generic information for similar products.</p> <p>This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the employers responsibility to ensure that a suitable and sufficient assessment of the risks are undertaken when using any material which may be hazardous to health. If in doubt seek competent professional advice.</p> <p>An up to date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.</p>

PRELIMINARY COSHH ASSESSMENT

Product Name(s):	Furniture Polish	COSHH Assess. No.:	10
Description of Substance:	Aerosol Furniture Polish Spray	Assessed By:	P.Battershal
Workplace Exposure Limits:		Date:	12/09/2013
Task/Activity:	Used for cleaning and polishing wood and glass surfaces.	Risk Phrases:	R11, R51, R52, R53, R65
		Safety Phrases:	
Suppliers Name & Address:	Generic	Telephone/ Fax No's:	
		MSDS Attached:	No

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
Yes	No	No	Yes	Yes	Yes	Yes	No







ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions	X	Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	
Other Workers		Young Persons			

PPE REQUIREMENTS

						Other:	Other:
No	No	No	No	No	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
<ul style="list-style-type: none"> ➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. ➤ Pressurized container: protect from sunlight and do not expose to temperature exceeding 50°C. ➤ Do not pierce or burn container, even after use. ➤ Do not spray onto a naked flame ➤ Keep away from sources of ignition ➤ Do not smoke 	<ul style="list-style-type: none"> ➤ Ensure that adequate supervision is provided at all times

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures

First Aid/Hygiene Arrangements	Fire Precautions
<ul style="list-style-type: none"> ➤ If the product comes into contact with the skin or eyes, wash off immediately with plenty of cold water. ➤ If irritation develops, seek medical attention. ➤ Wash out the mouth with clean water where appropriate. 	<ul style="list-style-type: none"> ➤ Fight fires from a protected location or maximum possible distance in case of explosion.

LEV Requirements	Monitoring Requirements
<ul style="list-style-type: none"> ➤ Ensure that the work area is well ventilated at all times. 	<ul style="list-style-type: none"> ➤

Transport Arrangements	Storage Requirements
<ul style="list-style-type: none"> ➤ No special requirements for small quantities 	<ul style="list-style-type: none"> ➤ Store in a dry, well ventilated and secure store. ➤ Protect from extremes of temperature.

Spillage Procedures	Disposal Requirements
<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤ Dispose of waste containers etc as normal waste via a licensed waste contractor.

Comments
<p>This is only a preliminary assessment based on generic information for similar products.</p> <p>This assessment must be reviewed and amended by a competent person prior to its contents being used. This is to ensure that consideration is given to site specific circumstances or differences which may affect the original assessment. It is the employers responsibility to ensure that a suitable and sufficient assessment of the risks are undertaken when using any material which may be hazardous to health. If in doubt seek competent professional advice.</p> <p>An up to date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.</p>