













Root & Branch	Risk Assessment In accordance the Management of Health and Safety Regulations 1999	Ref: RA 28 Date: 19 Aug 2017
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	Task: Administration	Location: Root & Branch, ADMIN OFFICE	
	Name of Assessor: S.R.Coombs	Name of Reviewer: Mark Wild	
	Job Title: R & B Health and Safety Officer	Job Title: Trustee	
	Signature: S Coombs	Signature: 	
	Persons Potentially at Risk		
Operator	Other service users	Staff / Volunteers	Public /Other Contractors
Y	Y	Y	Y

Operative PPE requirements for this operation									
									
Safety Boots	Coveralls	Gloves	Eye Protection	Face Protection	Hearing Protection	Hi Viz Vest/ Clothing	Dust Mask	Wellington Boots	Hard Hats
N	N	N	N	N	N	N	N	N	N
Specific PPE comments or requirements									

Estimated Level of Risk (Based on Maximum Risk Identified)		
Low (1-4)	Medium (5-12)	High (13-25)
Yes		

Emergency Details			
Nearest A & E:	Great Western Hospital Swindon	Telephone No:	01793 604020
First Aid:	First Aiders listed on board in lobby	First Aid Kit in Kitchen	Additional Kits in Forge and Wood Shop

Likelihood - L	Rating Given	Severity of Outcome - S	Rating Given
Highly Unlikely	1	First Aid injury or minor property damage	1
Unlikely	2	Minor injury or property damage	2
Medium	3	Potential lost time injury or short term ill health	3
Likely, may occur regularly	4	Major illness or injury	4
Highly Likely, certain or almost certain to occur	5	Fatal or disabling injury or serious ill health	5

Apply a rating to both **likelihood** and **severity** and then multiply together to give actual risk rating of a particular hazard

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Defective Equipment	Defective equipment presents a risk of injury	2	4	8	If any item of equipment is thought to be defective at any time, cease use of machine and attach a defect tag to isolate from use. Report any defects to your Supervisor	1	4	4	
Improper Use	Equipment used incorrectly can cause serious injury to operators and others such as Shredders and Laminators can be prone to overloading	1	3	3	Ensure that items of equipment are only ever utilised for the exact purpose as stated by the manufacturers handbook.	1	3	3	
Body Posture at work station	Injuries sustained due to incorrect body position. This type of injury has been found to effect persons working on a computer, resulting in various forms of back and neck strain.	3	3	9	An assessment to be made annually with the key users, being the manager and administrator, attention given to posture, seating position, along with the positioning of the computer visual display and keyboard. New fully adjustable office chairs installed July 2017 Device made to raise the height of VDU by 120mm at administrators request	1	3	3	
Strained Eye Sight	Ineffective lighting can lead to eye strain	3	4	12	A consultation with the key users and an assessment to be made annually to confirm the suitability of the lighting, and adjustments made as required.	1	4	4	

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Manual Handling	Risk of injury from lifting, leading to back and possible groin strain	2	3	6	Annual assessment of all lifting tasks undertaken, with emphasis given to negating the need for any heavy lifting process	1	3	3	
Slip, Trip and Fall	Injuries sustained as a result of Slip, Trip and Fall	2	3	6	Regular check to be made by R & B Health and Safety officer to confirm safe routing of cables, and the condition of floor covering	1	3	3	
Electric Shock	Injuries sustained from electric shock, from mains supply circuits or Portable electric equipment	2	4	8	All mains electric circuits subject to 5 yearly check by registered qualified electrician. All portable electric equipment subject to an annual PAT test by qualified R & B staff.	1	3	3	