

Intructions for Use of the Excel Spreadsheet

There are Three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

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

Print the front cover once you have completed your Audit

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

Risk Assessment Tab

Work down the list of hazards and score each row against the given criteria

Type a brief description of the particular hazard

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

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

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

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the hazard is not aplicable leave that row blank

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

Note you may need to change your printer settings

You have now completed your Health & Safety Risk Assessment

Scoring Guidelines

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

Health & Safety

General Risk Assessment

Date		Company	
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Description of Process or Operation	
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Assessor	
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Risk Assessment Score

Mechanical Hazards		
	Risk Factor Prior to Control Measures	Retained Risk Factor following Control Measures
Entanglement		
Friction / Abrasion		
Cutting or shearing		
Stabbing / Puncture		
Impact		
Crushing		
Ejection of objects		

Non Mechanical Hazards					
	Risk Factor Prior to Control Measures	Retained Risk Factor following Control Measures		Risk Factor Prior to Control Measures	Retained Risk Factor following Control Measures
Biological agents			Repetitive handling		
Chemicals			Noise		
Compressed air			Operation of Vehicles		
Confined spaces			Pressure Systems		
Electricity			Slips, Trips & Falls		
Explosion			Stored Energy		
Fall of Object			Stress		
Fire / Hot work			Ventilation		
Heat / Cold			Vibration		
Radiation			Dust/Vapours/Fumes		
Manual Handling					

Key

Low Risk	
Medium Risk	
High Risk	
Very High Risk	

