Intructions for Use of the Excel Spreadsheet

There are Four 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

Audit Details Tab
Read each section and answer the questions
Enter Data ONLY in the white coloured boxes for each question
Enter a score for each question as indicated
If the question is not aplicable score it as max potential score
Enter comments in the comments box

Risk Assessment Tab
Against each Hazrad think about the process and score as indicated for each column
Enter Data ONLY in the white coloured boxes for each question

Once complete simply print off both the Title Page, Audit Details and Risk Assessment pages
Note you may need to change your printer settings
You have now completed your Health & Safety Risk Assessment

Provision & Use of Work Equipment Regulations 1998
Risk Assessment

Date		Company	
Process			
Assessor			

Key

Performance Acceptable - no action required
Performance marginal - ongoing action required
Performance not acceptable - urgent action required

Compliance with Legislation

Suitability of Work Equipment		High or Very Low Temperature	
Maintenance		Controls for Starting or making a significant cange in Operating Conditions	
Inspection		Stop Controls	
Specific Risks		Controls	
Information and Instructions		Control Systems	
Training		Isolation from Sources of Energy	
Conformity with Community Requirements		Stability	
Dangerous Parts of Machinery		Lighting	
Protection against Specified Hazards		Maintenance Operations	
		Markings	
		Warnings	
		Mobile Work Equipment	

Risk Assessment Score

Mechanical Hazards		Non Mechanical Hazards			
Entanglement		Biological agents		Repetitive handling	
Friction / Abrasion		Chemicals		Noise	
Cutting or shearing		Compressed air		Operation of Vehicles	
Stabbing / Puncture		Confined spaces		Pressure Systems	
Impact		Electricity		Slips, Trips & Falls	
Crushing		Explosion		Stored Energy	
Ejection of objects		Fall of Object		Stress	
		Fire / Hot work		Ventilation	
		Heat / Cold		Vibration	
		Radiation		Dust/Vapours/Fumes	
		Manual Handling			

Key

Low Risk		Little or No action required
Medium Risk		Important. Corrective action required to reduce risk. Complete within two months
High Risk		Urgent. Corrective action required to reduce risk. Complete within two weeks
Very High Risk		Critical. Corrective action required to reduce risk. **STOP UNTIL RECTIFIED**

Puwer Risk Assessment

Enter the appropriate score against each hazard presented	Frequency of the operation or process	Severity	Probability	Number Persons at Risk	Type of people affected	Total Score	Details	Control measure Required
	0 Rarely	1 Negligible	1 Very Unlikely	0 Individual	0 Employee			Change Process
	1 Regularly	2 Minor	2 Unlikely	1 Group	1 Visitors			Guarding
	2 Continuously	4 Serious	4 Likely	2 All	2 Public			PPE
		8 Major	8 Very likely		3 Young			SSW Signage
		12 Catastrophic	12 Certain		4 Expectant			Training
Mechanical Hazards								
Entanglement						0		
Friction / Abrasion						0		
Cutting or shearing						0		
Stabbing / Puncture						0		
Impact						0		
Crushing						0		
Ejection of objects						0		
Non Mechanical Hazards								
Biological agents						0		
Chemicals/Substances						0		
Compressed air						0		
Confined spaces						0		
Electricity						0		
Explosion						0		
Fall of Object						0		
Fire / Hot work						0		
Heat / Cold						0		
Ionising / Non Ionising Radiation						0		
Manual Handling						0		
Repetitive handling						0		
Noise						0		
Operation of Vehicles						0		
Pressure Systems						0		
Slips, Trips & Falls						0		
Stored Energy						0		
Stress						0		
Ventilation						0		
Vibration						0		
Dust/Vapours/Fumes						0		

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Suitability of Work Equipment				
Has the design of the equipment taken account of the size and shape of the human body and ensured that the design is compatible with human dimensions.	3		0	
Has the design taken account of operating positions, working heights, reach distances, etc so that they can be adapted to accommodate the intended operator.	3		0	
Has the design ensured that operation of the equipment does not place undue strain on the user. Operators should not be expected to exert undue force or stretch or reach beyond their normal strength or physical reach limitations to carry out tasks.	3		0	
Have you ensured that the work equipment is suitable for the work to be undertaken and that it is used in accordance with the manufacturer's specifications and instructions.	3		0	
Have you assessed the location in which the work equipment is to be used and to take account of any risks that may arise from the particular circumstances. Such factors can invalidate the use of work equipment in a particular place.	3		0	
Have you ensured that work equipment is installed, located and used in such a way as to reduce risks to users of work equipment and for other workers, such as ensuring that there is sufficient space between the moving parts of work equipment and fixed or moving parts in its environment.	3		0	
Have you ensured that all forms of energy used or produced, can be supplied and/or removed in a safe manner.	3		0	
Have you ensured that all substances used or produced can be supplied and/or removed in a safe manner.	3		0	
Have you ensured that where mobile work equipment with a combustion engine is in use there is sufficient air of good quality.	3		0	
Have you taken account of the fact that work equipment itself can sometimes cause risks to health and safety in particular locations which would otherwise be safe. Such an example is a petrol engine generator discharging exhaust fumes into an enclosed space.	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Have you must ensured that the equipment is suitable for the process and conditions of use.This requirement concerns each particular process for which the work equipment is to be used and the conditions under which it will be used. Example: a circular saw is generally not suitable for cutting a rebate whereas a spindle moulding machine would be suitable because it can be guarded to a high standard.	3		0	
	33	**0**	**0**	
Maintenance				
Is there a planned maintenance program for the equipment	3		0	
Is the frequency at which maintenance activities are carried out take into account the intensity of use – frequency and maximum working limits	3		0	
Is the frequency at which maintenance activities are carried out take into account the operating environment, for example marine, outdoors;	3		0	
Is the frequency at which maintenance activities are carried out take into account the variety of operations – is the equipment performing the same task all the time or does this change?	3		0	
Is the frequency at which maintenance activities are carried out take into account the risk to health and safety from malfunction or failure.	3		0	
Is maintenance targeted at the parts of work equipment where failure or deterioration could lead to health and safety risks. Maintenance should address those parts which have failed or are likely to deteriorate and lead to health and safety risks.	3		0	
Is the maintenance management technique planned preventive. Planned preventive maintenance involves replacing parts and consumables or making necessary adjustments at preset intervals so that risks do not occur as a result of the deterioration or failure of the equipment.	3		0	
Is the maintenance management technique condition-based . Condition-based maintenance involves monitoring the condition of safety-critical parts and carrying out maintenance whenever necessary to avoid hazards which could otherwise occur.	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Is the maintenance management technique breakdown. Breakdown maintenance involves carrying out maintenance only after faults or failures have occurred. It is appropriate only if the failure does not present an immediate risk and can be corrected before risk occurs, for example through effective fault reporting and maintenance schemes.	3		0	
For safety-critical parts that could fail and cause the equipment, guards or other protection devices to fail and lead to immediate or hidden potential risks is there a formal system of planned preventative or condition-based maintenance.	3		0	
Where the equipment is not owned by the user. is responsibility for safety related maintenance claerly understood. This is particularly important for equipment on long-term hire and the terms of the agreement set out or recorded in writing.	3		0	
Is there a maintenance log or record kept	3		0	
If you have a maintenance log, do you keep it up to date.	3		0	
Are maintenance procedures carried out in accordance with any manufacturer's recommendations which relate to the equipment, for example periodic lubrication, replacement and adjustment of parts.	3		0	
Is maintenance work only done by those who are competent to do the work.	3		0	
	45	**0**	**0**	
Inspection				
Is a formal inspection carried out where there is a significant risk resulting from incorrect installation or re-installation	3		0	
Is a formal inspection carried out where there is a significant risk resulting from deterioration	3		0	
Is a formal inspection carried out where there is a significant risk resulting from as a result of exceptional circumstances which could affect the safe operation of the work equipment.	3		0	
Is the extent of the inspection that is needed dependent upon the type of equipment;	3		0	
Is the extent of the inspection that is needed dependent upon where it is used	3		0	
Is the extent of the inspection that is needed dependent upon how it is used.	3		0	
Does an inspection always include those safety-related parts which are necessary for safe operation of equipment, for example overload warning devices and limit switches.	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do you ensure that persons who determine the nature of the inspections required and who carry out inspections are competent to do so.	3		0	
Do you give persons carrying out inspection appropriate information, instruction and training so they can carry out the inspection properly and avoid danger. They should also be aware of and able to avoid danger to themselves and others.	3		0	
Do you arrange suitable inspection for fairground equipment if applicable	3		0	
Do you arrange suitable inspection for machines where there is a need to approach the danger zone during normal operation such as horizontal injection moulding machines, papercutting guillotines, die-casting machines, shell-moulding machines where applicable.	3		0	
Do you arrange suitable inspection for complex automated equipment.	3		0	
Do you arrange suitable inspection for integrated production lines.	3		0	
Do you review, in the light of experience, appropriate inspection intervals and procedures. Intervals between inspections can be lengthened if an inspection history has shown that deterioration is negligible or the interval between inspections should be shortened if substantial amounts of deterioration are detected at each inspection.	3		0	
Do you inspect work equipment when there have been major modifications, refurbishment or major repair work;	3		0	
Do you inspect work equipment when there has been or suspected serious damage;	3		0	
Do you inspect work equipment when there has been substantial change in the nature of use, for example from an extended period of inactivity.	3		0	
Are records kept of all inspections	3		0	
Does the record include information on the type and model of equipment;	3		0	
Does the record include any identification mark or number that the equipment has;	3		0	
Does the record include the work equipments normal location;	3		0	
Does the record include the date that the inspection was carried out;	3		0	
Does the record include who carried out the inspection;	3		0	
Does the record include any faults found	3		0	
Does the record include any action taken;	3		0	
Does the record include to whom the faults have been reported;	3		0	
Does the record include the date when repairs or other necessary action were carried out.	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
	81	**0**	**0**	
Specific Risks				
Do you ensure that, wherever possible, risks are always controlled by elimination	3		0	
Do you ensure that, wherever possible, risks are always controlled by taking 'hardware' (physical) measures to control the risks such as the provision of guards; but if the risks cannot be adequately controlled;	3		0	
Do you ensure that, wherever possible, risks are always controlled by taking appropriate 'software' measures to deal with the residual (remaining) risk, such as following safe systems of work and the provision of information, instruction and training.	3		0	
Do you ensure that where the use of work equipment is likley to involve a specific risk to health & safety the use of that equipment is restricted to those persons given the task of using it	3		0	
Do you ensure that where the use of work equipment is likley to involve a specific risk to health & safety, repairs, modifications and maintenance is restricted to those persons who have been specifically seignated to peform operations of that description	3		0	
	15	**0**	**0**	
Information and Instructions				
Do you make available all relevant health and safety information and, where appropriate, written instructions on the use of work equipment to the workforce. Workers should have easy access to such information and instructions and be able to understand them.	3		0	
Do you consult with your employees about any measures which may affect their health and safety;	3		0	
Do you consult with your employees about information they must have about risks to health and safety and preventive measures;	3		0	
Do you consult with your employees about any arrangements for getting a competent person to help comply with health and safety requirements;	3		0	
Do you consult with your employees about planning and organising of any health and safety training	3		0	
Do you consult with your employees about the health and safety consequences of any new equipment or technology.	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do you ensure that any written instructions are available to the people directly using the work equipment.	3		0	
Do you ensure that instructions are made available to other appropriate people, for example maintenance instructions are made available or passed to the people involved in maintaining your work equipment.	3		0	
Do you ensure that any written instructions are available to supervisors and managers.	3		0	
Do you ensure that the information and written instructions is easy to understand. They should be in clear English andlor other languages if appropriate for the people using them. They should be set out in logical order with illustrations where appropriate. Standard symbols should be used where appropriate.	3		0	
Do you give special consideration to any employees with language difficulties or with disabilities which could make it difficult for them to receive or understand the information or instructions.	3		0	
Does the information and written instructions you provide cover all health and safety aspects arising from the use of the work equipment;	3		0	
Does the information and written instructions you provide cover any limitations on these uses;	3		0	
Does the information and written instructions you provide cover any foreseeable difficulties that could arise;	3		0	
Does the information and written instructions you provide cover the methods to deal with them; and	3		0	
Does the information and written instructions you provide cover using any conclusions drawn from experience using the work equipment, you should either record them or take steps to ensure that all appropriate members of the workforce are aware of them.	3		0	
	48	**0**	**0**	
Training				
Do you evaluate the existing competence of employees to operate the full range of work equipment that they will use;	3		0	
Do you evaluate the competence they need to manage or supervise the use of work equipment; and	3		0	
Do you train the employee to make up any shortfall between their competence and that required to carry out the work with due regard to health and safety.	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do you take account should be taken of the circumstances in which the employee works. For example do they work alone or under close supervision of a competent person?	3		0	
Do you undertake training if the risks to which people are exposed change due to a change in their working tasks; or	3		0	
Do you undertake training because new technology or equipment is introduced; or	3		0	
Do you undertake training if the system of work changes.	3		0	
Do you undertake periodic refresher training. Skills decline if they are not used regularly.	3		0	
Do you provide training and proper supervision of young people.	3		0	
Do you provide induction training for young people.	3		0	
Do you ensure that self-propelled work equipment, including any attachments or towed equipment, is only driven by workers who have received appropriate training in the safe driving of such work equipment.	3		0	
Do you ensure that all workers who use a chainsaw are competent to do so.	3		0	
Do you provide training for chain saw operatives to include dangers arising from the chainsaw itself;	3		0	
Do you provide training for chain saw operatives to include dangers arising from the task for which the chainsaw is to be used; and	3		0	
Do you provide training for chain saw operatives to include the precautions to control these dangers, including relevant legal requirements.	3		0	
	45	**0**	**0**	
Conformity with Community Requirements				
Do you, as users of work equipment, when first providing work equipment for use in the workplace, ensure that it has been made to the requirements of the legislation implementing any product Directive which is relevant to the equipment.	3		0	
Does the equipment bear a CE marking.	3		0	
Do you have an a copy of the EC Declaration of Conformity.	3		0	
	9	**0**	**0**	
Dangerous Parts of Machinery				
Do you have effective measures to prevent access to dangerous parts of machinery or stop their movement before any part of a person enters a danger zone.	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Does your risk assessment carried out under regulation 3 of the Management Regulations identify hazards presented by machinery.	3		0	
Does your risk assessment evaluate the nature of the injury, its severity and likelihood of occurrence for each hazard identified. This will enable you to decide whether the level of risk is acceptable or if risk reduction measures are needed.	3		0	
Do you have measures to prevent access to the dangerous parts of the machinery	3		0	
Do you have fixed enclosing guards;	3		0	
Do you have other guards or protection devices such as interlocked guards and pressure mats;	3		0	
Do you have protection appliances such as jigs, holders and push-sticks etc; and	3		0	
Do you have the provision of information, instruction, training and supervision.	3		0	
	24	**0**	**0**	
Protection against Specified Hazards				
Do you have precautionary procedures in place to guard against material falling from equipment, for example a loose board falling from scaffolding, a straw bale falling from a tractor foreloader or molten metal spilling from a ladle;	3		0	
Do you have precautionary procedures in place to guard against material held in the equipment being unexpectedly thrown out, for example swarf ejected from a machine tool;	3		0	
Do you have precautionary procedures in place to guard against parts of the equipment breaking off and being thrown out, for example an abrasive wheel bursting;	3		0	
Do you have precautionary procedures in place to guard against parts of the equipment coming apart, for example collapse of scaffolding or falsework;	3		0	
Do you have precautionary procedures in place to guard against overheating or fire due, for example, to friction (bearings running hot, conveyor belt on jammed roller), electric motor burning out, thermostat failing, cooling system failure;	3		0	
Do you have precautionary procedures in place to guard against explosion of the equipment due to pressure build-up, perhaps due to the failure of a pressure-relief valve or the unexpected blockage or sealing off of pipework;	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do you have precautionary procedures in place to guard against explosion of substances in the equipment, due, for example, to exothermic chemical reaction or unplanned ignition of a flammable gas or vapour or finely divided organic material (for example flour, coal dust), or welding work on a container with flammable residues.	3		0	
Do you have procedures in place to reduce the effect of any event which does give rise to risks. An example might be a blast wall or where there is a risk from a pressure-relief panel or vent bursting, ensuring that any gases or liquids discharged are directed to a safe place, contained, or made safe as appropriate.	3		0	
	24	**0**	**0**	
High or Very Low Temperature				
Do you have procedures in place to prevent the risk of injury from contact with hot or very cold work equipment, parts of work equipment or articles or substances in the work equipment.	3		0	
Do you reduce the risk from contact with hot surfaces by engineering methods, ie reduction of surface temperature, insulation, shielding, barricading and guarding. The risk from hot process materials – contact, splashing, spilling, etc – should likewise be reduced by limiting maximum temperature, limiting liquor level, indirect steam heating methods, provision of doors, lids or covers, temperature interlocking of doors or lids and deflection systems for hot liquor (catch pan, spillway, etc).	3		0	
In cases in which engineering protective measures can be applied, for example by reducing surface temperatures, do you adopt these in preference to personal protective measures.	3		0	
	9	**0**	**0**	
Controls for Starting or making a significant cange in Operating Conditions				
Is it only possible to start the equipment by using appropriate controls. Operating the control need not necessarily immediately start the equipment as control systems may require certain conditions (for example, those relating to operation or protection devices) to be met before starting can be achieved.	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Is it only possible to restarting the equipment after any stoppage by using appropriate controls. The stoppage may have been deliberate or may have happened, for example, by the activation of a protection device. You should not normally be able to restart the equipment simply by re-setting a protection device such as, for example, an interlock or a person's withdrawal from an area covered by a sensing device – operation of the start control should also be required.	3		0	
Is any change in the operating conditions of the equipment only possible by the use of a control unless the change does not increase risks to health and safety. Examples of operating conditions include speed, pressure, temperature and power.	3		0	
Are the controls provided designed and positioned so as to prevent, so far as possible, inadvertent or accidental operation. Buttons or levers, for example, should have an appropriate shrouding or locking facility. It should not be possible for the control to 'operate itself', for example due to the effects of gravity, vibration or failure of a spring mechanism. Starting that is initiated from a keyboard or other multifunction device should require some form of confirmation in addition to the start command. Furthermore, the results of the actuation should be displayed.	3		0	
	12	**0**	**0**	
Stop Controls				
Does the action of the stop control bring the equipment to a safe condition in a safe manner. This acknowledges that it is not always desirable to bring all items of work equipment immediately to a complete stop if this could result in other risks. For example, stopping the mixing mechanism of a reactor during certain chemical reactions could lead to a dangerous exothermic reaction.	3		0	
Does the stop control switch off all sources of energy from the equipment, after it has stopped, if this is necessary to prevent or minimise risk to health or safety. Where it is necessary to retain power for production reasons and a hazard could arise due to unexpected movement giving rise to risk of injury, control systems should be designed so as to immediately remove the power, should such an event occur. Where internally stored energy could lead to risk, it should be cut off by the action of the stop control. For example, horizontal plastic injection moulding machines may store hydraulic energy in internal hydraulic reservoirs which, under certain fault conditions, may cause uncovenanted movements which could cause injury. In this case, the stop control should effectively isolate or dissipate the stored energy so as to ensure safety.	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Does the stop control take priority over any operating or start control. Where possible, it should not require anything other than a short manual action to activate it, even though the stop and disconnection sequence so initiated may take some time to complete. Further information on the categories of stop function can be found in BS EN 60204-1. Although this standard (which deals with specifications for general requirements for an individual machine) applies to new machinery, it gives valuable guidance which may be useful for any equipment – new or used.	3		0	
Is an emergency stop control provided where the other safeguards in place are not adequate to prevent risk when an irregular event occurs. However, an emergency stop control should not be considered as a substitute for safeguarding.	3		0	
Do you, where it is appropriate to have one, based on the risk assessment, provide an emergency stop at every control point and at other appropriate locations around the equipment so that action can be taken quickly.	3		0	
Are emergency stop controls easily reached and actuated. Common types are mushroom-headed buttons, bars, levers, kick-plates, or pressure-sensitive cables.	3		0	
	18	**0**	**0**	
Controls				
Is it possible to identify easily what each control does and on which equipment it takes effect. Both the controls and their markings should be clearly visible.	3		0	
Are controls used in the normal running of the equipment not placed where anybody using them might be exposed to risk.	3		0	
If the nature of the installation is such that it is not reasonably practicable for the operator at the control position to ensure that no one is at risk, then do you have a system of work devised and used to achieve that aim.	3		0	
	9	**0**	**0**	
Control Systems				
Do you ensure that failure of any part of the control system or its power supply will lead to a 'fail-safe' condition. Fail-safe can also be more correctly and realistically called 'minimised failure to danger'.	3	3	100	
	3	**3**	**100**	
Isolation from Sources of Energy				

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do you ensure that equipment is made safe under particular circumstances, such as when maintenance is to be carried out, when an unsafe condition develops (failure of a component, overheating, or pressure build-up), or where a temporarily adverse environment would render the equipment unsafe, for example electrical equipment in wet conditions or in a flammable or explosive atmosphere.	3		0	
If work on isolated equipment is being done by more than one person, do you provide a locking device with multiple locks and keys. Each will have their own lock or key, and all locks have to be taken off before the isolating device can be removed.	3		0	
For safety reasons in some circumstances, sources of energy may need to be maintained when the equipment is stopped, for example when the power supply is helping to keep the equipment or parts of it safe. In such cases do you take the necessary appropriate measures to eliminate any risk before attempting to isolate the equipment.	3		0	
Thermal energy may be supplied by circulation of pre-heated fluid such as water or steam. In such cases, do you have isolating valves fitted to the supply pipework.	3		0	
The energy source of some equipment is held in the substances contained within it; examples are the use of gases or liquids as fuel, electrical accumulators (batteries) and radionuclides. In such cases, do you have isolation procedures or systems where this would involve removing the energy-containing material, although this may not always be necessary.	3		0	
Do you ensure that reconnection of the energy source does not put people at risk by itself initiating movement or other hazard.	3		0	
	18	**0**	**0**	
Stability				
Do you have suitable precautions to prevent equipment from falling over, collapse or overturn.	3		0	
Do you enure that equipment is fixed in position by bolting down or otherwise fastened down so that they do not move or rock during use.	3		0	
	6	**0**	**0**	
Lighting				

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do you ensure that any place where a person uses work equipment is suitably and sufficiently lit. If the ambient lighting provided in the workplace is suitable and sufficient for the tasks involved in the use of the equipment, special lighting need not be provided.	3		0	
Do you provide local lighting on the machine for the illumination of the work area when the construction of the machine and/or its guards render the normal lighting inadequate for the safe and efficient operation of the machine, for example on sewing machines.	3		0	
Do you also provide additional lighting in areas not covered by general lighting when work, such as maintenance or repairs, for example, is carried out in them. The arrangements for the provision of lighting could be temporary, by means of hand or other portable lights, for example by fixed lighting inside enclosures, such as lift shafts.	3		0	
	9	**0**	**0**	
Maintenance Operations				
Do you ensure that if maintenance work might involve a risk, that the installation should be designed so that the work can, so far as is reasonably practicable, be carried out with the equipment stopped or inactive.	3		0	
If equipment will have to be running or working during a maintenance operation and this presents risks, do you take measures to enable the operation of the equipment in a way that reduces the risk. These measures include further safeguards or functions designed into the equipment, such as limiting the power, speed or range of movement that is available to dangerous parts or providing protection during maintenance operations.	3		0	
	6	**0**	**0**	
Markings				
Do you ensure that Stop and start controls for equipment are identified.	3		0	
Dou ensure that the maximum rotation speed of an abrasive wheel is marked upon it.	3		0	
Do you ensure that the maximum safe working load (rated capacity) is marked on lifting equipment.	3		0	
Do you ensure that Gas cylinders indicate (normally by colour) the gas in them.	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do you enure that Storage and feed vessels containing hazardous substances are marked to show their contents, and any hazard associated with them.	3		0	
Do you ensure that Pipework for water and compressed air and other mains services is colour-coded to indicate contents.	3		0	
	18	**0**	**0**	
Warnings				
Do you ensure that, where there may also be a need for portable warnings to be posted during temporary operations such as maintenance; these form part of a permit-to-work system.	3		0	
Do you have audible warnings, for example reversing alarms on construction vehicles;	3		0	
Do you have visible warnings, for example a light on a control panel that a fan on a microbiological cabinet has broken down or a blockage has occurred on a particular machine;	3		0	
Do you have an indication of imminent danger, for example machine about to start, or development of a fault condition (ie pump failure or conveyor blockage indicator on a control panel); or	3		0	
Do you have warnings of the continued presence of a potential hazard (for example, hotplate or laser on).	3		0	
	15	**0**	**0**	
Mobile Work Equipment				
Do you ensure that risks to the operator and other workers due to the mobile work equipment travelling are controlled.	3		0	
Do you protect workers against falling out of the equipment and from unexpected movement.	3		0	
Do you provide seats wherever necessary on mobile work equipment.	3		0	
Cabs, operators' stations and work platforms, with suitable side, front and rear barriers or guard rails can prevent people from falling from mobile work equipment when it is travelling. Do you provide them and do you ensure that they are properly designed and constructed. They can be fully enclosed or may be open to the environment.	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do you provide a Falling Object Protection System If people carried on the mobile work equipment are at significant risk of injury from objects falling on them while it is in use. This may be achieved by a suitably strong safety cab or protective cage which provides adequate protection in the working environment in which the mobile equipment is used.	3		0	
Do you provide restraining systems on mobile work equipment. Restraining systems can be full-body seat belts, lap belts or purpose-designed restraining systems.	3		0	
Do you ensure that, when carrying people, mobile work equipment is driven within safe speed limits to ensure that the equipment is stable when cornering and on all the surfaces and gradients on which it is allowed to travel.	3		0	
Do you ensure that guards and/or barriers fitted to mobile work equipment, which are designed to prevent contact with wheels and tracks, are suitable and effective.	3		0	
Do you assess the likelihood and potential consequences of roll-over by considering nature of the mobile work equipment and any attachments or accessories fitted to it;	3		0	
Do you assess the likelihood and potential consequences of roll-over by considering the effects of any work being carried out on or by the mobile work equipment; and	3		0	
Do you assess the likelihood and potential consequences of roll-over by considering the conditions in which it is used.	3		0	
Have you fitted suitable roll-over protective structures to mobile work equipment where necessary to minimise the risks to workers carried, should roll-over occur.	3		0	
Do you ensure that Self-propelled work equipment is prevented from unauthorised start-up if it has a starter key or device which is issued or made accessible only to authorised people.	3		0	
Do you ensure that all self-propelled mobile work equipment have brakes to enable it to slow down and stop in a safe distance and park safely.	3		0	
Do you ensure that where there are significant risks associated with failure of the main braking device, a secondary braking system is fitted.	3		0	
Do you ensure that operators of mobile equipment are able to see anyone who may be put at risk when any control is operated. Therefore, if direct vision is impaired, then mirrors or more sophisticated visual or sensing facilities may be necessary.	3		0	
Do you ensure that the equipment is equipped with 'appropriate' lighting.	3		0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Do you ensure that where escape from self-propelled work equipment in the event of a fire could not be achieved easily, that fire-fighting appliances are carried on that equipment.	3		0	
	54	**0**	**0**	