

# RISK ASSESSMENT

Company Name: DOWSE HAULAGE	Date: 17-04-15	Review Date: 17-08-16	Assessment No: 11
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Assessor: Paul Mansfield

Task : Portable Electrical equipment

No.	Significant Hazards  (STEP 1)	People Affected  (STEP 2)	Existing Controls  (STEP 3)	Level of Risk  (Likelihood \ Severity)			Further Action  Required  List further action required to control significant risks. If there is lots to do, make an action list.  (STEP 4)
				High	Med	Low	
	<p><b>Portable electrical equipment</b></p> <p>Industrial cleaner, kettle and heater. All portable tools and extension cables.</p> <p>All staff could incur potentially fatal electrical shocks or burns if they use faulty electrical equipment.</p>	<p>Workshop /Office staff</p> <p>Drivers</p> <p>Contractors</p>	<ul style="list-style-type: none"> <li>Fixed electrical installations are maintained to a suitable standard and inspected every five years.</li> <li>Record the six monthly inspection and P.A.T testing of portable equipment.</li> <li>Staff instructed to report faults immediately and not to use equipment until repaired or replaced.</li> </ul>			<p>\</p> <p>\</p> <p>\</p> <p>\</p>	

Action Timescale Guidelines		
High Risk – Action Immediately	Medium Risk – Action within 2 Months	Low Risk – Re-assess after next review

No.	Significant Hazards Look only for hazards which you could reasonably expect to result in significant harm e.g. slips/trips, work at height, falling objects, vehicles, electricity etc.  (STEP 1)	People Affected List groups of people who may be at risk e.g. maintenance staff, contractors, cleaners, public etc  (STEP 2)	Existing Controls List controls that are already in place to control the risk e.g. physical safeguards, training, personal protective equipment etc.  (STEP 3)	Level of Risk Decide on the level of risk remaining. (Likelihood \ Severity)			Further Action required List further action required to control significant risks. If there is lots to do, make an action list.  (STEP 4)
				High	Med	Low	
	<p><b>Fire</b> Bulk storage of easily burnt materials. Ignited through electrical fault, battery recharging, space heaters etc.</p> <p>If trapped in the workshop /Office all staff and visitors could suffer from smoke inhalation or burns which could potentially kill.</p>		<ul style="list-style-type: none"> <li>•All areas are kept tidy and bins emptied daily.</li> <li>•All staff trained in good housekeeping during induction Workshop staff ensures no debris left around workshop</li> <li>• Fire extinguishers located throughout Office and Workshop and Tested yearly.</li> <li>• Access to all exits and fire extinguishers kept clear at all times.</li> <li>• Exits and fire exits marked and kept clear.</li> <li>•Window escape ladder in office</li> </ul> <p>Co2 / Smoke alarm located at top of stairs, (Checked weekly)</p>			\	

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**Medium Risk** – Action within 2 Months

**Low Risk** – Re-assess after next review