



<b>Assessment No:</b>
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### Task Risk Assessment Form

<b>Location/Dept</b>	The Ancient High House	<b>Date Assessment Completed</b>	<b>Assessor</b>	N Thomas
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<b>Task or Activity Assessed</b>	Wallpaper Tour	
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<b>Who Is At Risk</b> (tick as appropriate)	<b>Employee</b>	Y	<b>Other (please specify)</b>
	<b>Volunteer</b>	Y	
	<b>Members Of The Public</b>	Y	
	<b>Visitors</b>	Y	
	<b>Contractors</b>	Y	

Hazards Identified	Outcome & Injury
Terrorist threat	Fatality, burns, fractures, injury
Waiting outside building to be let in	Harassment, offence, stress
Entering building via shop and negotiating stairs	Fatality, fractures, serious injury, injury
Groups of people crossing in corridors or on stairs	Fatality, fractures, serious injury, injury
Stacking and un-stacking chairs and tables	Back injuries, cuts and bruises
Use of scissors	Cuts and stabs
Use of glue	Allergic reaction
Uneven or slippery surfaces	Fatality, fractures, serious injury, injury
Verbal abuse	Harassment, offence, stress
Slips, Trips and falls	Cuts and bruises possible fractures
Manual Handling	Fatigue, muscular strain, cuts, bruises
Working at Height	Bruises, fractures, head injuries
Setting up projector and screen	Cuts and bruises, possible fractures

Excessive Pressure	Work related stress
Fire	Smoke inhalation, burns, fatality
Working in variable temperatures	Fatigue/lapse on concentration
Outdoor working and bio-hazards	Fatality, infection, burns
Hazardous Substances	Skin irritations
Young workers, Disabled or Pregnant Workers	Delayed evacuation, additional support needs
Lone working and Visiting Staff	Threatening and aggressive behaviours

Examine each of the hazards involved in the task and note down any preventative or safety measures you already have in place.

Control Measures Already In Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<u>Slips, Trips and falls</u> <ul style="list-style-type: none"> <li>• General good housekeeping.</li> <li>• All areas well lit, including stairs and corridors</li> <li>• Trailing leads or cables are moved or protected.</li> <li>• Employees keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.</li> <li>• Staff encouraged to mop up or report spillages.</li> <li>• Flooring is in good condition and properly maintained.</li> </ul>	1	2	Tolerable
<u>Manual Handling</u> <ul style="list-style-type: none"> <li>• Staff have attended <i>Health and Safety Awareness</i> Training within the last 3 years</li> <li>• Trolley used to transport boxes of paper and other heavy items when collecting deliveries, etc.</li> <li>• Heavy items are located on appropriate height shelves</li> <li>• Do not lift or try to move items that look or 'feel' too heavy or awkward</li> <li>• Use correct lifting techniques</li> <li>• Care taken with tools</li> <li>• Care taken with ladder and when stretching to set-up curtains</li> <li>• Ladder training up to date</li> </ul>	1	2	Tolerable
<u>Activity Specific hazards</u> <ul style="list-style-type: none"> <li>• Drinks served in one area with easy access to allow those with drinks to move away</li> </ul>	1	2	Tolerable

<p>without fear of spilling or tripping – chairs provided for the more infirm – discourage movement between rooms with drinks</p> <ul style="list-style-type: none"> <li>• Drinks served as correct temperature and in cups which do not transmit heat (ie on thin plastic or paper cups)</li> <li>• Electrical equipment to be PAT Tested</li> <li>• Screen to be set up where it is stable and cannot fall or be a trip hazard</li> <li>• All tables and chair to be fit for purpose</li> <li>• Scissors used by staff or under close supervision (safety scissors used)</li> <li>• Glue used in well ventilated areas</li> <li>• Awareness of allergic reactions to glue and the use of throw-away gloves</li> <li>• Lighting levels monitored in all areas</li> <li>• Areas open to the public kept free of clutter</li> <li>• Sufficient trained staff to evacuate building safely</li> <li>• Projector and projector stand to be moved and set-up with care (see manual handling)</li> <li>• Laptop and screen to be used where possible</li> </ul>			
<p><u>Working at height</u></p> <ul style="list-style-type: none"> <li>• Appropriate stepladder available for use if necessary –only to be used by those who have undertaken ladder training.</li> </ul>	1	2	Tolerable
<p><u>Excessive Pressure</u></p> <ul style="list-style-type: none"> <li>• Employees have management help to understand what their duties and responsibilities are.</li> <li>• Employees can speak confidentially to a supervisor or manager if they're feeling unwell or ill at ease about things at work.</li> <li>• Employee counselling service available to discuss issues in a confidential manner with a third party professional</li> <li>• Work demands are monitored by management and action taken as practicable.</li> </ul>	2	2	Moderate
<p><u>Fire</u></p> <ul style="list-style-type: none"> <li>• Evacuation plan drafted and tested.</li> <li>• Fire alarm tested regularly.</li> <li>• Fire drills conducted a minimum of one per year.</li> </ul>	1	3	Moderate

<ul style="list-style-type: none"> <li>• Fire exit doors and routes are not obstructed.</li> </ul>			
<u>Work Equipment</u> <ul style="list-style-type: none"> <li>• All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards.</li> <li>• Staff trained in use of equipment where necessary.</li> <li>• Staff encouraged to spot and report any defective plugs, discoloured sockets or damaged cable/equipment.</li> <li>• Defective equipment taken out of use safely and promptly replaced.</li> <li>• Electrical equipment is PAT tested at regular intervals</li> </ul>	1	2	Tolerable
<u>Young workers, disabled or pregnant workers</u> <ul style="list-style-type: none"> <li>• Manager goes through main duties and health and safety controls with new staff and asks if there are any problems.</li> <li>• Check if staff can use the main means of escape.</li> <li>• Check if staff have any pre-existing medical or other conditions that may be aggravated by handling or coming into contact with items or substances that may be found in the office e.g. asthmas or other breathing difficulties; back or other joint / muscle conditions</li> <li>• Processes/working conditions altered when necessary to reduce risks to new or expectant mothers.</li> <li>• Appropriate processes in place to take into account the characteristics of young people and activities that present significant risks to their health and safety.</li> <li>• Manager agrees action plan to address any specific needs.</li> <li>• Personal evacuation plans in place for staff requiring assistance.</li> <li>• Rest room facilities available for nursing mothers</li> <li>• WC areas checked by staff or teachers before use by school group or disabled parties.</li> </ul>	1	2	Tolerable
<u>Lone working and visiting staff</u> <ul style="list-style-type: none"> <li>• Staff responsible for locking up at night checks all areas before leaving and setting alarms – alarm will not set if people are moving in any of the monitored areas.</li> <li>• Counter staff to monitor CCTV cameras</li> <li>• All staff to be aware of anyone acting in an unusual manner and to make their Line</li> </ul>	2	2	Moderate

<p>Manager aware of the situation immediately, requesting assistance from other staff if required</p> <ul style="list-style-type: none"><li>• Whereabouts of staff 'out of the office' or away from the main activities to be monitored by office/shop based staff.</li><li>• Employees maintain contact with the shop/office, with the use of a mobile phone or walkie-talkie, at agreed intervals if in remote situations.</li><li>• Any incidents to be discussed at team meetings to see if lessons can be learnt</li><li>• Personal attack alarms available</li></ul>			
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Further Action Needed to Decrease Risks	Person Responsible	Date Required	Date Implemented	Likelihood	Severity	Risk Rating

<b>Date</b>	Feb 2012	<b>Assessor Signature</b>	
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**Reviews**

(If there are no changes then the assessment should just be signed. However if anything changes a new assessment must be completed)

<b>1<sup>st</sup> Reassessment Date</b>	10.1.2014	<b>Assessor Signature</b>	N Thomas
<b>2<sup>nd</sup> Reassessment Date</b>		<b>Assessor Signature</b>	