

Company	NEW VIC	Date	10/8/2021
Department	All	Review date	
Activity	Building Risk Assessment	Author	Suzy Somerville

Hazard <i>In order of seriousness</i>	Who could be harmed and how	All controls required <i>Put each control on a separate line Be as clear and specific as possible</i>	How controls will be checked <i>How will each control be checked – eg checklists, health surveillance, monitoring, inspections,</i>	Confirmed all in place or further action required
Electricity	Staff and Public	Portable Appliance Testing	Head of Technical and Maintenance Technician to log testing has taken place in H&S Matrix which is reviewed at quarterly Health and Safety Forum	Brief Head of Tech Brief Maintenance
		Annual Electrical Tests (33% of system) and emergency lighting test (external contractor)	Maintenance to log testing on H&S Matrix	Brief Maintenance
		Emergency lights tested every 4 months	Maintenance to log testing on H&S Matrix	Brief Maintenance
		Cover in HOD H&S training	Annual Review of HOD H&S Training	
		Toolbox Talk Topic	Schedule into Toolbox Talk Schedule	Create Toolbox Talk Schedule
		PAT tester calibration	Maintenance & technical to log calibration on H&S Matrix	Brief Maintenance and Technical
		Transformer serviced every 5 years	Maintenance to log on H&S Matrix	

		Only competent Electricians permitted to install, modify or test electrical installations	Contractors used to be reviewed at Quarterly H&S meeting	Add to H&S meeting agenda
Fire	Staff and Public	Fire Risk Assessment	Review of RA to be logged in H&S matrix	Risk Assessment Needs reviewing Actions from Risk Assessment need actioning
		Regular test of fire system every 3 months	Maintenance to log on H&S Matrix	Brief Maintenance
		Regular staff training in fire evacuation	FOH Manager to log on H&S Matrix	Create map of fire heads
		Induction training	Annual review of induction training	Create map of fire extinguishers Create map of evacuation routes Review Fire Policy
		Annual Fire Extinguisher Servicing	Maintenance to log on H&S Matrix	Brief Maintenance
		Toolbox Talk Topic	Schedule into Toolbox Talk Schedule	Create Toolbox Talk Schedule
Gas	Staff and Public	Annual Gas inspections by Gas Safe Registered inspectors	Inspections to be logged on H&S matrix	Brief Maintenance
Covid-19	Staff and Public	Temperature checks and Daily fit to work declarations	Covid Coordinator to review survey monkey reports Any new staff to receive briefing to ensure they are aware of procedure	Briefing for new staff to ensure they are aware of procedure
		Enhanced cleaning	Covid Coordinator to review cleaning check lists	
		High Standards of hand hygiene	Covid Coordinator to weekly check hand sanitiser provision Signage to reinforce good hand hygiene	Produce new signage

		Adequate ventilation	Ventilation to be monitored by Vent Check machine and recorded in log on H&S channel on teams	Continue to monitor
		Training in symptoms of Covid-19	Any new staff on site receive toolbox talk from relevant manager to ensure they are aware of symptoms	
Harmful Substances	Staff and Public	Cover in HOD H&S training	Annual Review of HOD H&S Training	Schedule HOD training
		Managers to do COSHH assessment & keep COSHH records	Review at annual departmental H&S meeting	Schedule annual departmental H&S Meetings
		Toolbox Talk Topic	Schedule into Toolbox Talk Schedule	Create Toolbox Talk Schedule
		Ensure dust is considered as a Harmful substance and appropriate ventilation installed as required.	Cover in HOD training	
		Signage to remind staff about good COSHH practices	Annual Health and Safety tour ensures signage is still in place	Schedule annual health and Safety tour Order signage
Machinery, plant and equipment (PUWER)	Staff and Public	Cover in HOD H&S training	Annual Review of HOD H&S Training	Schedule HOD training
		Staff wanting to use workshop or maintenance machinery and tools must have an induction	Workshop team to keep log of those inducted At annual workshop H&S meeting the log is reviewed.	Brief workshops
		Roller doors serviced Annually	Maintenance to log on H&S Matrix	Brief Maintenance
		Lifts serviced every 6 months	Maintenance to log on H&S Matrix	Brief Maintenance

		Annual examination of pressurised systems (in line with Pressure Systems Safety Regulations 200)	Maintenance to log on H&S Matrix	Brief Maintenance
Manual Handling	Staff	Managers to assess loads and ensure appropriate lifting aids are provided and maintained Cover in HOD H&S training	Cover in HOD H&S training Annual Review of HOD H&S Training	Schedule HOD training
		Signage to remind staff about good manual handling	Annual Health and Safety tour ensures signage is still in place	Schedule annual health and Safety tour Order signage
		Toolbox Talk Topic	Schedule into Toolbox Talk Schedule	Create Toolbox Talk Schedule
		Training for all staff	Matrix	Need a Manual handling trainer
Noise at Work	Staff and Public	Noise at work Risk Assessment (Dose meter to measure sound levels on staff??)		Carry out noise at work risk assessment Actions from RA
		Cover in HOD H&S training	Annual Review of HOD H&S Training	Schedule HOD training
		Toolbox Talk Topic	Schedule into Toolbox Talk Schedule	Create Toolbox Talk Schedule
PPE	Staff	Cover in HOD H&S training	Annual Review of HOD H&S Training	Schedule HOD training
		Managers to ensure activity is risk assessed and appropriate PPE is provided and worn	Review at annual departmental H&S meeting	Schedule annual departmental H&S Meetings
		Managers to regularly check PPE is in good working order and to replace if necessary	Review at annual departmental H&S meeting	Schedule annual departmental H&S Meetings

		Toolbox Talk Topic	Schedule into Toolbox Talk Schedule	Create Toolbox Talk Schedule
Slips and trips	Staff and Public	Annual ladder checks	Maintenance to log on H&S Matrix	Brief Maintenance
		Daily cleaning takes place to minimise likelihood of items to slip or trip over	HODs to report if any areas not fully cleaned	
		Annual maintenance completed on holes on tarmac in carpark	Maintenance to log on H&S Matrix	Brief Maintenance
		Annual pressure washing of paths and steps	Maintenance to log on H&S Matrix	Brief Maintenance
		Induction training	Annual review of induction training	Induction training
		Toolbox Talk Topic	Schedule into Toolbox Talk Schedule	Create Toolbox Talk Schedule
		Cover in HOD H&S training	Annual Review of HOD H&S Training	Schedule HOD training
Vibrations	Staff	Workshop and Maintenance Managers to receive training in assessing and managing Hand Arm Vibrations from use of hand tools	Annual Review of Workshop and Maintenance Risk Assessment to ensure vibrations are considered as a risk and control measures are in place	Review workshops risk assessment
Working at Height	Staff	Use of Ladders Policy	Include in Policy register	Review Policy
		Toolbox Talk Topic	Schedule into Toolbox Talk Schedule	Create Toolbox Talk Schedule
		Cover in HOD H&S training	Annual Review of HOD H&S Training	Schedule HOD training

		Working at height training for relevant staff in technical team	Assess in annual H&S review with technical department	Schedule annual departmental H&S Meetings
Lone Working	Staff	Create Lone Working Policy	Include in Policy Register	Create Lone working policy
		Any lone workers must have first aid training		Consult Senior Management to compile list of lone workers
		Define “call out” and “support system” for lone workers	Include in Policy	Create policy
		Induction training	Annual review of induction training	Induction training
		Toolbox Talk Topic	Schedule into Toolbox Talk Schedule	Create Toolbox Talk Schedule
Stress	Staff	Understand what work-related stress is and what can cause it	HR Manger to undertake relevant training a disseminate the info	New HR Manager to brief
		Employee Assistance Programme to offer support and guidance to staff	Continue with the EAP	Ensure staff know about EAP – more signage?
		Mental Health First Aider	Continue with Mental Health First Aiders	Ensure staff know about Mental health first aiders
		Enable debriefs where people can highlight areas of stress – ensure a positive working culture to listen and react to feedback on stress	Ensure Positive working environment	Executive to reinforce
Legionella	Staff and Visitors	Training for maintenance and H&S team	Log training on staff training matrix	Find training
		Water tanks cleaned and tested for legionella annually	Maintenance to log on H&S Matrix	Brief Maintenance

		Legionella Risk Assessment	To be stored in company/Healthandsafety To be annually reviewed	Add to matrix
		Water system flushed through weekly Shower heads descaled every 3 months	Records kept in grey cupboard in workshop	
Lightning	Staff and Visitors	Annual lightning protection inspection	Maintenance to log on H&S Matrix	Brief Maintenance
Vehicles	Staff	Annual MOT and Service	Maintenance to log on H&S Matrix	Brief Maintenance
		Wear on tyres checked every 3 months	Maintenance to log on H&S Matrix	Brief Maintenance
		All staff making use of the work vehicles receive a vehicle induction	Log this on staff training matrix	Brief Admin and maintenance
Asbestos	Staff and Visitors	The original architect and maintenance team confirm there is no asbestos in the original building build and none has been installed retrospectively.		
		Asbestos tests take place whenever any significant building works take place		
LOLER	Staff and Visitors	All lifts LOLER tested every 6 months All lifting equipment LOLER tested every 6 months Workspace roof access line checked every 6 months	Reports stored on Head of Production Building folder	
DSE	Staff	All staff attend DSE awareness session	Log this on staff training matrix	Brief Admin – who is doing DSE awareness?
		Provide eye tests for staff if requested	Log this on staff training Matrix	Brief admin

		Toolbox Talk Topic	Schedule into Toolbox Talk Schedule	Create Toolbox Talk Schedule
		Cover in HOD H&S training	Annual Review of HOD H&S Training	Schedule HOD training
Activity	Staff and Visitors	HODs to produce risk assessments for their activity and departments	Risk assessments reviewed annually at department H&S meeting	Risk assessments stored in company/HealthandSafety/Departmental Risk Assessment
Workspaces	Staff and Visitors	Annual workspace assessments take place to ensure all spaces are safe to work in These reports are stored \\server1\Company\HEALTH AND SAFETY\Workplace Assessments	H&S officer to log on H&S Matrix	2021 Assessments to take place
Car Park	Staff and Visitors	Annual maintenance to road surface completed	Maintenance to log on H&S Matrix	Brief Maintenance
		Trees and Foliage cut back annually	Maintenance to log on H&S Matrix	Brief Maintenance
		Lines on carpark roads repainted annually	Maintenance to log on H&S Matrix	Brief Maintenance
Get ins/Outs	Staff and Visitors	When a get in/Out is taking place the Round is designated a construction site and signage and barriers are placed out to ensure all staff are aware and no one that is not inducted access the space A reminder message is also emailed to all staff	H&S officer or deputy oversees	
		Staff are inducted that appropriate PPE (hard Hats, Steel Toe capped boots and gloves) must be worn	HODs to induct	

		A toolbox talk takes place at the beginning of the session to highlight relevant members of staff and to discuss how the work will safely take place	H&S officer or deputy oversees	
Ventilation	Staff and Visitors	Air Handling serviced every 6 months	Maintenance to log on H&S Matrix	Brief Maintenance
		Extract and ducting of kitchen extract cleaned every 6 months	Catering to log on H&S matrix	Brief Catering
		Air conditioning serviced annually	Maintenance to log on H&S Matrix	Brief Maintenance
Pest Control	Staff and Visitors	6 visits a year	Maintenance to log on H&S Matrix	Brief Maintenance
Waste Collection	Staff and Visitors	Weekly	Maintenance flag if waste hasn't been collected	
Security	Staff and Visitors	Alarms Serviced annually	Log on H&S Matrix	
RIDDOR	Staff and Visitors	All accidents, incidents and near misses are reported. The H&S officer reviews all reports and if relevant reports back to RIDDOR These reports are also reviewed at quarterly H&S Forum		