

Risk Assessment

General Health & Safety – Company Operations

Assessment of general health and safety risks throughout the entire building, including movement inside the premises, access/egress, fire safety, housekeeping, welfare, first aid, visitors, contractors, lighting, noise, and general workplace behaviour.



The risk assessments contained in this document have been carried out in accordance with the method of Qualitative Risk assessment. This approach seeks to standardise the values given to risk in order to provide better comparisons.

A Hazard is a process or substance with the potential to cause harm, a Risk is the likelihood of that hazard causing injury and how serious it would be.

The “Risk” number is obtained by multiplying numbers seeking to quantify both the likelihood and severity of consequence of any particular risk. In the methodology used in this document the numbers are obtained from the matrix bellow and multiplied together to gain the final Risk number. So that;

Likelihood x Consequence = Risk

Risk numbers for both before and after the implementation of controls are provided for comparison.

Figure 1. Likelihood/Consequence Matrix

Likelihood		Consequence	
1	Rare - Unheard of	1	Insignificant – no lost time
2	Unlikely - Known within the industry but no history in the company	2	Minor –Return to work that day
3	Moderate – Known to have happened at least once within the company	3	Significant – Requiring treatment off site
4	Likely – Known to have happened many times in the company	4	Major - Fatality
5	Almost Certain – More likely than not to occur	5	Severe - Multiple Fatalities

The assessments provided in this document are intended as a generic assessment only and assumes that the machines are being used as designed in normal operating procedures.

Any additional risks arising from nonstandard practices, different terrain or other site specific considerations must be recorded on site specific risk assessments.

1 What is the works being undertaken

Generic Control measures;

The individual has demonstrated the necessary knowledge, skills, and experience to competently, safely, and effectively perform the required health and safety tasks as outlined within this risk assessment, ensuring compliance with all relevant standards and protocols.

Operation	Hazard	Persons at Risk	Risk Level (L x C = R)	Control Measures	Residual Risk (L x C =)	Comments
General movement inside building	Slips/trips from cables, clutter, wet floors	Staff, visitors	3 x 3 = 9	Walkways kept clear; immediate spill clean-up; cable management; routine housekeeping	1 x 3 = 3	Daily check by supervisor
Fire exit access	Blocked exits preventing escape	All building occupants	3 x 5 = 15	Fire exits kept clear; no storage in corridors; weekly checks; signage maintained	1 x 5 = 5	Critical fire safety requirement
Fire evacuation	Delayed evacuation; confusion; injury during exit	Staff, visitors	2 x 5 = 10	Fire drills; marshals appointed; alarm tested weekly; evacuation routes signed	1 x 5 = 5	Visitors escorted to assembly point
Use of loft stair access & internal walkways	Falls, slips, tripping on steps or obstacles	All staff	3 x 3 = 9	Handrails fitted; good lighting; no objects stored on/near stairs; anti-slip tread	1 x 3 = 3	Higher risk when carrying items
Manual handling within building	Back strain, dropped items	Staff	3 x 3 = 9	Manual handling training; use trolleys; avoid heavy lifting; store heavy items low	1 x 3 = 3	Applies to moving boxes/equipment

Welfare facilities (kitchen/toilets)	Slips from spills; hygiene risks; hot water burns	Staff, visitors	3 x 3 = 9	Regular cleaning; spill control; hot water warnings; good ventilation	1 x 3 = 3	Kitchen areas monitored regularly
First aid arrangements	Delayed treatment of injury	All persons	2 x 4 = 8	First aid kits stocked; trained first aiders; AED where provided; incident reporting	1 x 4 = 4	Names of first aiders displayed
Poor lighting	Reduced visibility causing errors or collisions	All staff	2 x 3 = 6	Replace bulbs promptly; maintain LED fixtures; report defects	1 x 3 = 3	Regular lighting inspections
Noise in communal/workshop-adjacent areas	Distraction; hearing impact	Staff, visitors	2 x 3 = 6	Noise assessments; signage where required; hearing protection in higher-noise zones	1 x 3 = 3	Applies near workshop access points
Lone working inside building / on site	No immediate assistance in emergency	Staff	3 x 4 = 12	Lone worker system; sign-in/out; mobile phone carried; regular check-ins	1 x 4 = 4	Supervisor notified when lone working
Contractor activities inside building	Hot works, electrical contact, clutter, unsafe tools	Staff, contractors	3 x 4 = 12	Induction required; permit-to-work; segregation; supervision	1 x 4 = 4	Hot works permit where needed

Office electrical equipment	Electric shock, tripping over cables	Staff	3 x 4 = 12	PAT testing; visual inspection; do not overload sockets; cable tidies	1 x 4 = 4	Faults reported immediately
Use of electronics (computers, chargers)	Overheating, damaged cables, trip hazards	Staff	3 x 4 = 12	Regular equipment checks; avoid daisy-chaining; replace damaged chargers; ensure ventilation	1 x 4 = 4	Applies to laptops, monitors, docking stations
Customer / public behaviour	Aggressive behaviour, interference with staff, entry into restricted areas	Staff, visitors	2 x 4 = 8	Clear signage; reception control point; staff training on conflict avoidance; locked internal doors where required	1 x 4 = 4	Relevant for occupied, non-construction buildings
General housekeeping & behaviour	Obstructions, clutter, unsafe conduct	All persons	3 x 3 = 9	Clear-desk policy; regular waste removal; no horseplay; supervision	1 x 3 = 3	Part of daily site checks
Storage of materials in offices/corridors	Falling objects; blocked access routes	Staff	3 x 4 = 12	Store items low; avoid overstacking; no storage in routes or fire escapes	1 x 4 = 4	Applies to deliveries & archive boxes
Security & access	Unauthorised entry, theft, intruders	Staff, visitors	2 x 4 = 8	Visitor sign-in; secure doors; CCTV; access control	1 x 4 = 4	Doors locked outside operating hours

RISK MATRIX 5X5

		Consequence How severe could outcomes be if the risk event occurred?				
		Insignificant 1	Minor 2	Significant 3	Major 4	Severe 5
Likelihood What's the chance of the risk occurring?	5 Almost certain	Medium 5	High 10	Very high 15	Extreme 20	Extreme 25
	4 Likely	Medium 4	Medium 8	High 12	Very high 16	Extreme 20
	3 Moderate	Low 3	Medium 6	Medium 9	High 12	Very high 15
	2 Unlikely	Very low 2	Low 4	Medium 6	Medium 8	High 10
	1 Rare	Very low 1	Very low 2	Low 3	Medium 4	Medium 5

	Name	Title / Company	Signature	Date
Assessor's Name	Craig Megson	Health and Safety Advisor - CDMM		18/11/2025
Authorised by	Katie Beet	Senior Health & Safety Advisor - CDMM		18/11/2025

Comments, observations, or additions to Risk Assessment by Operatives

Risk Assessment Sign-Off Sheet

Risk Assessment Topic:

Date:

Presented by:

Location/Site:

Attendees

Please fill in your details below to confirm that you have attended the risk assessment and understood the safety information provided.

	Name	Job Title	Date
1			
2			
3			
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5			
6			
7			
8			
9			
10			

Presenter's Signature:

I confirm that the attendees above have received and understood the risk assessment on the specified topic.

Presenter's Name:

Notes/Comments: