


25-03 MULTI-RISK ASSESSMENT – PREMISES AND TASKS

Assessor Name(s):	Title:	Signature:	Site Address:	
Martin Russell	Director		Unit 5 Hook Rise Business Centre, Hook Rise South, Surbiton KT6 7LD Unit 4 Runway Park, Church Road, Lowfield Heath, Crawley RH11 0PQ	
Document Ref:	25-03 V3	Date:	1st February 2021	Review Date: Annually or after significant changes
Summarise scope of business activities:	Courier service and warehouse works			
Note: This document covers the risk assessment for the above-named business and premises. It will be reviewed: <ul style="list-style-type: none"> Regularly (usually annually); after any significant changes i.e. new tasks; new locations; new equipment; accident etc. After any requests from a legitimate source i.e. H&S inspector, Fire Officer; Director etc. and After any changes in legislation that requires a review or revision. 				
Revision Number:	Date:	Reviewed by:	Authorised by:	Seen by:

Risk Assessment Process:

Step 1. Identify the Hazards and the Risks.

For example, hazards may include: manual handling; electrical; lone working; gas; chemicals; hot work; transport; work at height; asbestos etc. Risks may include: cuts; sprains; backache; diseases; severe injuries; fatality etc.

Step 2. Identify who may be at risk.

For example: staff; residents; contractors, visitors etc. [**Also** identify if anyone is deemed 'more at risk.' For example: people with disabilities; the very young; new starters; pregnant workers; non-English speakers etc.]

Step 3. List current working Controls in place that eliminate/reduce/control the risks identified.

For example: training; supervision; safety signs; policies; maintenance; cleaning; PPE (personal protective equipment); guarding; access etc.

Step 4. Assess "L" the LIKELIHOOD of an accident or incident and assign a number here.

Use: 1 = It's Unlikely an accident will occur; 2 = It's Possible an accident will occur; 3 = It's Probable an accident will occur.

Step 5. Assess "C" the probable CONSEQUENCES of an accident/incident and assign a number.




Use: 1 = Minor harm or damage; 2 = Medium harm or damage; 3 = Major harm or damage.

Step 6. Assess the final "RR" RISK RATING by multiplying L x C.

You will get a number where: 1 - 2 = GO: No further action required; 3 - 6 = CAUTION: *Acceptable but ensure effective controls remain in place and consider improvements where possible*; 9 = STOP: *Use other controls to lower the risks then monitor on a very regular basis*









Step 7. Is further action required? If yes, indicate by whom and by when.








Ensure all relevant persons (i.e. staff, contractors, clients, visitors etc.) are informed of this assessment (if it affects them).


Risk Rating Chart:		C = Consequence if incident occurs		
L = Likelihood of incident occurring		Minor Harm 1	Medium Harm 2	Major Harm 3
Unlikely 1		1	2	3
Possible 2		2	4	6
Probable 3		3	6	9
Multiply L x C to give you your final Risk Rating (RR)				
Traffic Light Risk Rating (RR):		Risk Ratings 1 to 2: GREEN = GO	Risk Ratings 3-6: AMBER = CAUTION	Risk Rating 9: RED = STOP
		No further action required	Acceptable if effective controls are in place but monitor and improve where possible	Use other controls to lower the risks then monitor on a very regular basis
				






Step 1 Hazard and risks	Step 2 Who may be harmed? [Identify anyone more at risk]	Step 3 List the current Controls and recommendations in place to eliminate and/or reduce and control the risks identified.	Step 4 L Likelihood	Step 5 C Consequences	Step 6 LxC=RR Risk-Rating	Step 7 If further action required, say by whom and when.
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Risk Assessment:







Step 1 Hazard and risks	Step 2 Who may be harmed? [Identify anyone 'more at risk']	Step 3 List the current Controls and recommendations in place to eliminate and/or reduce and control the risks identified:	Step 4 L Likelihood	Step 5 C Severity	Step 6 LxC=RR Risk-Rating	Step 7 If further action is required, say by whom and when.
Asbestos: Can lead to a number of serious or fatal occupational diseases such as mesothelioma.	Employees Workers Contractors Visitors Those in the vicinity	An Asbestos Survey is in place. Client will be asked for their Asbestos Survey prior to work commencing. All current ACMs visually checked annually for any damage. All relevant Staff receive annual asbestos awareness ToolBox talk to remind them of the dangers of asbestos. If Staff come across damaged ACMs (asbestos containing materials) they will report it to management.	3	3	9 	No staff are fully trained to work with asbestos so only use a licenced contractor to work with or on asbestos materials.
Biological hazards: Can lead to a number of serious occupational diseases.	Employees Workers	Good personal hygiene encouraged by the Company. Regular cleaning regime in place.	1	1	1 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Chemicals: Can lead to a number of serious skin diseases or occupational health issues.	Employees Workers	COSHH assessments in place for all chemicals used. Use of chemicals kept to a minimum and safe use procedures in place as staff are familiar with the use of chemicals. Chemicals are COSHH assessed prior to being introduced by the company. Policy of 'least dangerous' chemical in place. CE approved PPE in use when needed (i.e. gloves etc.)	2	1	2 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Computers and DSE: Excess use may lead to RSI, eye strain and a range of minor musculo-skeletal disorders.	Employees Workers	Employees using the computers for more than one hour a day complete a DSE Computer assessment at least annually. Staff are trained in computer risks and take adequate precautions to minimise the effects of excess usage. Staff are encouraged to take regular change of activity breaks. Correct equipment in use i.e. chairs and desks. Free eyesight test available for DSE users.	1	3	3 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
COVID-19 (Coronavirus): Can lead to severe or fatal diseases.	Employees Workers Those in the vicinity	See separate range of COVID-19 Risk Assessment documents are in place – see Doc 31-000. Staff training in place. Safety notices and posters in place.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Disabled workers: Disabled workers may not have the ability to recognise or avoid workplace dangers so leading to increased risk of injuries.	Disabled employees and workers	Staff H&S induction and on-going H&S training as required. Increased support as required to suit the individual. Workplace will be adjusted if possible, to help meet the needs of the individual. On-going workplace risk assessments to ensure that risks are appropriately managed for disabled workers.	2	1	2 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Electrical problems: Can lead to a number of serious or fatal injuries, shocks or burns as well as risk of fires or explosion.	Employees Workers Those in the vicinity	All electrical works carried out by experienced, qualified, approved and competent electrical contractors. All Staff requested to visually inspect all portable electrical equipment prior to use. All portable electrical equipment subject to a PAT regime. Fixed wiring in the building is subject to 5 yearly certification. H&S Policy and procedures as well as site rules are in place.	1	3	3 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Falls from height: Can lead to a number of serious or fatal injuries.	Employees Workers Those in the vicinity	Staff trained to work in safe manner and mindful of fall risks when using stepladders or ladders. Only trained and authorised staff may work at height. Work at height areas are only accessed when safe to do so i.e. suitably guarded. Staff and workers are prohibited from climbing the racking. Health and Safety policy and procedure in place. Safety signs are in use.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.

Step 1 Hazard and risks	Step 2 Who may be harmed? [Identify any-one more at risk]	Step 3 List the current Controls and recommendations in place to eliminate and/or reduce and control the risks identified.	Step 4 L Likelihood	Step 5 C Consequences	Step 6 LxC= RR Risk-Rating	Step 7 If further action required, say by whom and when.
Fire: Can lead to a number of serious or fatal injuries or smoke inhalation problems.	Employees Workers Contractors Visitors Those in the vicinity	Staff trained to work in safe manner and mindful of fire risks at work. Fire or escape routes never locked or blocked whilst work in progress. Fire procedures put in place and maintained. Fire Risk Assessment in place and reviewed on a regular basis. All Staff receive a Fire Safety Briefing annually. Fire protection and firefighting equipment and procedures are checked on a regular basis.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Fork truck use: Inappropriate or incorrect use can lead to severe or fatal injuries for the driver or those in the vicinity.	Employees Workers Those in the vicinity	Only trained and certificated Staff or workers are permitted to use fork trucks. Health and Safety policy and procedures are in place and communicated to all those in the work area. H&S signage in place. Regular LOLER checks and maintenance in place for the equipment. Regular pre-use visual inspection checklists completed by drivers. Floor demarcation paint is in place. Areas used by fork lift trucks are restricted to authorised persons only. Rules governing the safe use of the areas are given to all relevant staff and workers i.e. cleaners, agency staff, self-employed people etc.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Gas equipment use: Faulty appliances can lead to serious or fatal injuries from fires, explosions or gas carbon monoxide poisoning.	Employees Workers Those in the vicinity	Gas appliances are checked and maintained annually and have a current Gas Certificate in place. Staff report faulty equipment to management for action. Health and Safety policy and procedure in place.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Hand tools use: Can lead to minor or serious injuries from cuts and stabbing caused by slippage of faulty or blunt tools.	Employees Workers Contractors Visitors Those in the vicinity	All hand tools only permitted to be used by trained and qualified staff. Hand tools are visually inspected prior to use. Defective hand tools are immediately reported and put out of use until either repaired or replaced.	2	2	4 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
House-keeping and untidiness: Poor house-keeping and untidiness can lead to increase risks of slips, trips and fall.	Employees Workers Those in the vicinity	Staff encouraged to regularly tidy their area and maintain safe working environment. Management monitor via regular health and safety checks. Regular reminders are given at staff meetings and briefings.	1	1	1 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Kitchen equipment use: May suffer serious burns or scalds from hot water or surfaces.	Employees Workers Contractors Visitors Those in the vicinity	All equipment is purchased to good safety standards and maintained in a safe working order. Safety signs are in place. Staff instructed in the safe use of all kitchen equipment.	1	3	3 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Language barriers: Miscommunication problems can increase the chances and severity of accidents at work.	Employees Workers Contractors Those in the vicinity	All Staff have a very good command of English. If co-operation and co-ordination is required with foreign-language workers, management to assess and decide on appropriate actions (i.e. translated documents; buddy-up system etc.)	1	1	1 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.

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Lifting equipment: May suffer serious or fatal injuries from being struck by failing lifting equipment or falling objects.	Employees Workers Those in the vicinity	All lifting equipment is periodically tested and inspected as required under LOLER regulations. Only trained and qualified staff permitted to use lifting equipment. Staff check lifting equipment before each use. Lifting equipment is only used in accordance with manufacturer's instructions and the SWL (Safe working Load) is not exceeded.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Lone work: Can increase the chances and severity of accidents at work.	All lone workers	Pre-commencement assessments will identify any H&S issues. Staff knowledgeable experienced and trained to undertake the work in progress. Staff report any health issues that may affect their safety. No dangerous work permitted by any lone worker.	1	2	2 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Machinery Use: Can lead to a variety of serious or fatal injuries.	Employees Workers Those in the vicinity	All machinery is guarded and safely maintained. Damage is reported by Staff and equipment removed from use. All Staff carry out pre-use visual inspections. All Staff are familiar and trained in the machinery that they use.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Manual handling: Can cause awkward movements, injuries, strains and musculoskeletal disorders.	Employees Workers Those in the vicinity	Safe manual handling techniques shown to all Staff. Assistance always available from other Staff. Staff to wear CE approved sturdy boots. Any very large, difficult or unusual manual handling will be assessed prior to being carried out.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Poor lighting: Can increase the chances and severity of accidents at work.	Employees Workers Those in the vicinity	All lighting is maintained to ensure safety. Staff report faulty lighting and repairs are carried out speedily.	1	1	1 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Poor parking: Can lead to blocked exits hindering escape in a fire. Can also lead to increased risk of slips and impact injuries from vehicles.	Employees Workers Those in the vicinity	Safe parking practices are encouraged. Safety signs in place. Management monitor on an ad hoc basis. Staff not permitted to park inside of the warehouse.	1	2	2 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Power tools: Can lead to a number of serious or fatal injuries, and occupational illnesses as well as risk of fires or explosion.	Employees Workers	All portable electrical equipment is safely maintained. Damage is reported by Staff and equipment removed from use. All Staff carry out pre-use visual inspections. All Staff familiar with the power tools and guarding and PPE is used as appropriate.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
PPE (Personal Protective Equipment): Poor or no use of PPE can lead to significantly increased risk and level of injury.	Employees Workers	Staff issued with, and trained in, all relevant CE approved PPE as required for their job role. All Staff receive annual ToolBox talk on the safe use of PPE. H&S policy and procedures in place. Management carry out ad-hoc checks to ensure PPE used as appropriate.	2	2	4 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Pregnant workers: Mis-match of job tasks can lead to stress or harmful work environment for workers.	Pregnant Employees and workers	Staff H&S induction and on-going H&S training as required. Management support as required. On-going workplace risk assessments to ensure that risks are appropriately managed for pregnant workers. Higher-risk tasks need not be undertaken by pregnant workers.	1	2	2 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.

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Pressure washer: Can lead to a number of serious skin puncture injuries or possible occupational illnesses.	Employees Workers Those in the vicinity	All pressure washers are safely maintained. Only trained and authorised Staff may use pressure washers in accordance with issued safety instructions. Damage is reported by Staff and equipment removed from use. All Staff carry out pre-use visual inspections. Horseplay can lead to disciplinary action.	2	2	4 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Pump (pallet) truck use: Inappropriate or incorrect use can lead to minor or major injuries.	Employees Workers Those in the vicinity	Only trained Staff permitted to use the manual pump trucks. Health and Safety policy and procedure in place. Regular LOLER checks and maintenance in place.	1	2	2 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Rodents, rats and vermin infestation: Can lead to a number of occupational diseases such as Leptospirosis or Weil's disease.	Employees Workers Those in the vicinity	Staff to report any evidence of rodent / vermin activity for further advice. Infestations will be dealt with by professional external contractors. Health and Safety Policy and procedures in place. Incidents are reported, investigated and acted upon.	1	1	1 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Roller shutter door use: Inappropriate use or faulty mechanism can lead to severe or fatal injuries.	Employees Workers Those in the vicinity	H&S notices and signs posted around. Door maintained correctly. Faults reported to management. Staff trained to work in safe manner and mindful of the risks of a faulty door shutter. All Staff receive initial H&S induction training and refresher training.	1	2	2 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Slips, trips and falls: Can lead to a number of minor or major injuries.	Employees Workers Those in the vicinity	Waste to be kept to a minimum to reduce risk of slips/trips/falls. Good housekeeping and work routines to reduce risks from tools, materials, leads etc. All Staff receive annual ToolBox talk on the dangers from slips, trips and falls. Regular H&S checks and inspections in place. Stairs checked and cleaned on a regular basis.	2	2	4 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Steps & ladders: Falls can lead to serious or fatal injuries.	Employees Workers Those in the vicinity	Steps and ladders marked on a Register. All work at height equipment is checked visually prior to use by the user. Equipment visually checked prior to use and to have safe maintenance tags. Where possible, podiums replace steps and ladders. All Staff receive annual ToolBox talk on the potential dangers of steps and ladders.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Stress: Can lead to a range of illnesses, diseases and harmful conditions for Staff.	Employees Workers	Job functions for Staff are clearly laid out. Staff training in place. Company policies and procedures assist in job roles. Staff able to discuss issues in confidence with management. Staff welfare support system in place.	1	2	2 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Vehicles – drivers: Can lead to a wide range of injuries and accidents on the road for drivers and other road users.	Employees Workers Those in the vicinity	Staff instructed to obey all speed restrictions signs and warnings. All drivers have extra H&S training as required to comply with Company Driving Policies and procedures. Insurance in place. Vehicles maintained in a safe manner. Driving licences checked at least every 6 months. Some areas are restricted for drivers and these have been identified and communicated via induction training.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Vehicles – transport: Collisions can lead to a number of serious or fatal	Employees Workers Those in the vicinity	HQ site has signs with speed restrictions along with speed humps and hazard road marking. All Staff park up safely and in places designed to avoid neighbour issues. Where Client permits on-site parking, this will be carried out as	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any




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injuries for drivers and other road users.		required in line with on-site rules. All speeds on Client sites to be appropriate with local conditions.				incidents occur.
Violence and aggression: Can lead to minor or major injuries or stress-related health problems.	Employees Workers Those in the vicinity	Staff experienced, trained and competent in their work roles. Staff instructed never to fight back but leave area quickly and dial 999 or report to their manager. All Staff have mobile phones for emergencies. Health and Safety Policy and procedures in place. Incidents are reported, investigated and acted upon.	1	2	2 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Warehouse deliveries: Inappropriate vehicle movement can lead to severe or fatal injuries.	Employees Workers Those in the vicinity	H&S notices and signs posted around. Site rules in place and enforced. Staff trained to work in safe manner and mindful of the risks at work in the warehouse area. All Staff receive initial H&S induction training and refresher training. Floor demarcation in place. Hi-viz to be worn in the warehouse areas. Banksman tasks to be explained to all relevant Staff – no vehicle to reverse without a banksman.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Warehouse use: Large range of tasks and equipment can lead to a range of accidents and injuries.	Employees Workers Those in the vicinity	Staff trained to work in safe manner and mindful of the risks at work in the warehouse area. Fire or escape routes never locked or blocked whilst work in progress. All Staff receive initial H&S induction training and refresher training. Site rules in place and enforced. Safety signs and notices in place.	2	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Waste: Can increase the chances and severity of accidents at work.	Employees Workers Those in the vicinity	Waste to be kept to a minimum via regular safe removal and storage to reduce risk of slips/trips/falls. Good housekeeping and work routines to reduce risks from tools, materials, leads etc.	2	1	2 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Weather: Can increase the chances and severity of accidents at work whilst outside.	Employees Workers	Very little outside work carried out. Weather warnings will be adhered to as required. On-going assessment will identify any extra safety precautions required.	1	3	6 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.
Young workers: May not have the skills, knowledge or experience to recognise workplace dangers so leading to increased risk of injuries.	Young Employees Young workers Those in the vicinity	Staff H&S induction and on-going H&S training as required. Increased supervision until training completed. Management support as required. On-going workplace risk assessments to ensure that risks are appropriately managed for young workers. Higher-risk tasks need not be undertaken by young workers until training and supervision completed satisfactorily.	1	2	2 	Current controls appear adequate and no incidents have been noted. Review if any incidents occur.

Note: Make sure this Risk Assessment covers all the relevant risks for the work planned. If not, report this to your supervisor or manager now! If circumstances change, review and amend this document and discuss the changes with all those who need to know.

Remember to use the correct TYPE of PPE (Personal Protective Equipment) for the work that you are doing:

								
Gloves	Ear Protection	Safety Boots	Safety Glasses	Hi-Viz	Mask	Safety Helmet	Safety Harness	Respirator

Remember to use the correct TYPE of glove for the work that you are doing:								
	RED GLOVES CUT LEVEL 1:	For Lower Cut Risk Tasks		AMBER GLOVES CUT LEVEL 3:	For Medium Cut Risk Tasks		GREEN GLOVES CUT LEVEL 5:	For Higher Cut Risk Tasks
<i>Replace gloves when worn or they do not protect you as they should!</i>								

Remember to use the correct TYPE of ladder or stepladder for the work that you are doing:			
	EN131 Non-Professional: 150kg static load. Only suitable for occasional light domestic tasks i.e. DIY in the home. NOT for workplace use.		EN131 Professional Use: 150Kg load rating but made to a sturdier specification. Suitable for commercial and industrial use.
<p><i>Ensure you carry out a pre-use visual inspection of steps or ladders. If damaged, remove from use and report it to your manager immediately. Formal (written) inspections must be carried out at least every 3 months for all work at height equipment.</i></p>			

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