


Task/Activity/Environment: BENDING TO LOW STORAGE		Location: Student Life		Date of Assessment: 11 Aug 2015	
Identify Hazards which could cause harm:			Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk		
1	Over reaching and stretching	1	Strains to limbs and body, slips and falls from over stretching		
2	Collision with frame / door	2	Injury to head or body from contact with door / framework		
3	Incorrect posture when bending	3	Strains and back injury		
List groups of people who could be affected: Office based staff				What numbers of people are involved? 20 - 50	
What risk controls are in place to reduce risks?				Risk level with risk controls	
No.	Risk Control				
1-4	Staff trained at induction and safe system of work in place Manual Handling training provided			8	
What additional actions are required to ensure risk controls are implemented / effective or to reduce the risk further?				Risk level with additional risk controls	
No.					
1-4	Continuous monitoring that safe system of work is being followed Training for staff			4	
Is health surveillance required?			If YES, please detail:		
YES/NO					
Who will be responsible for implementing risk controls: Line Manager, H&S Co-ordinator and Deputy H&S Co-ordinator				By When: Regular Intervals	

Completed by: Jane HopkinsonSigned: J.L. HopkinsonRecord of annual review: 11 Aug 2016

Risk Rating:

↑ Increasing Consequence	5	10	15	20	25	17-25 Unacceptable – Stop activity and make immediate improvements/seek further advice 10-16 Tolerable – look to improve within specified timescale 5-9 Adequate – Look to improve at next review
	4	8	12	16	20	
	3	6	9	12	15	
	2	4	6	8	10	

 <p>1 2 3 4 5</p> <p>Increasing Likelihood →</p>	1-4 Acceptable - No further action, but ensure controls are maintained
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Guide to using the risk rating table:

Consequences	Likelihood
1 Insignificant – no injury	1 Very unlikely – 1 in a million chance of it happening
2 Minor – minor injuries	2 Unlikely – 1 in 100,000 chance of it happening
3 Moderate – up to three days absence	3 Fairly likely – 1 in 10,000 chance of it happening
4 Major – more than three days absence	4 Likely – 1 in 1,000 chance of it happening
5 Catastrophic – death or disabling	5 Very likely – 1 in 100 chance of it happening