

Task/Activity/Environment: REACHING FOR OBJECTS AT HEIGHT		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	Working at height	2	Falling from step causing sprains / bruising / fractures		
3	Uneven floors causing user to be unsteady	3	Falls / bumping into things causing bruising / sprains / fractures		
	Stacking too high		Staff over reaching and boxes falling knocking staff over		
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				8
1-4	Staff trained at induction and safe system of work in place Manual Handling training provided				
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	Continuous monitoring and staff training in place				4
Is health surveillance required? YES/NO			If YES, please detail:		
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 Hopkinson

Signed: J.L. Hopkinson

Record of annual review: 11 Aug 2016

Risk Rating:

Increasing	5	10	15	20	25	17-25 Unacceptable – Stop activity and make immediate improvements/seek further advice
	4	8	12	16	20	10-16 Tolerable – look to improve within specified timescale

<p>Increasing Likelihood →</p>	<p>5-9 Adequate – Look to improve at next review</p>
	<p>1-4 Acceptable - No further action, but ensure controls are maintained</p>

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