

Task/Activity/Environment: USE OF SMALL ELECTRICAL APPLIANCES		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	Faulty wiring or plug, damaged casing	1	Electrocution, electric shock		
2	Trailing wires	2	Trips falls causing bruising, sprains, fractures to limbs		
3	Water	3	Electrocution, electric shock		
List groups of people who could be affected: All staff					What numbers of people are involved? 80-90
What risk controls are in place to reduce risks?					Risk level with risk controls
No.	Risk Control				8
1	All equipment PAT tested to OHSS policy or on request. Staff to inspect equipment before use and request urgent PAT test if PAT test label absent or out of date				
2	Persons installing item to ensure cables are safely tidied away, secured by cable ties if necessary. Cables rearranged when necessary				
3	Staff trained to prevent appliance making contact with water and not to use appliance with wet hands				
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.					4
1	Ensure regular PAT testing is carried out				
2	Continuous monitoring that all staff are working to the SSW, and review the risk annually. Staff training				
3	Continuous monitoring that all staff are working to the SSW, and review the risk annually. Staff training				
Is health surveillance required? YES/NO			If YES, please detail:		
Who will be responsible for implementing risk controls: Line Managers, 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 Consequence	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
	3	6	9	12	15	5-9 Adequate – Look to improve at next review
	2	4	6	8	10	
	1	2	3	4	5	1-4 Acceptable - No further action, but ensure controls are maintained
	→ Increasing Likelihood					

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