



Risk Assessment Title	COOP House Maintenance Team Task	Date of Assessment	17/4/2024
Group/ Individual assessed	In House Maintenance Team	Completed by	M Tattersall

Risk Assessment Content

Pages 2 and 3: How to complete a risk assessment

Pages 4 and 5: Key tasks; risks and controls identified in the risk assessment

Pages 6 – 10: Full risk assessment

Colleague review

The following colleagues have read the risk assessment and understand the controls required to reduce the identified risks.

Of particular note, the colleagues below have noted the “Key tasks, risks and controls” on pages 4 and 5.

Colleague Name	Signature	Date of review

Note: The Health & Safety team are available to provide support and guidance and can be emailed on HealthandSafetyTeam@midcounties.coop



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Risk Assessment steps

Completing a risk assessment is straight forward and follows 5 key steps:

- Step 1 - identify any potential hazards.
- Step 2- identify who might be harmed by those hazards (and how they might be harmed?).
- Step 3 - evaluate the risk (how likely is it to happen and how severe would the impact be?) and identify the controls required to reduce the level of risk.
- Step 4 - record your findings, sign and date it, and brief all impacted colleagues.
- Step 5 - review the assessment regularly - at least annually but always after a significant change; an accident or incident; a change of site management or a new process started to ensure that assessment remains relevant. You may need to re-assess controls if changes occur.

Risk Rating

The Society adopts a simple risk assessment format (known as "Qualitative" risk assessments). This method is based on subjective judgement and simply adopts risk ratings as High; Medium; Low or Negligible. High risk tasks or events would be those that happen often and have very severe results, equally, Medium and Low risk tasks or events are those with less frequency and less severe consequences.

Although not a definitive calculation (and subjective), the matrix below could be used to assess the levels of risk for our purpose. Simply consider the severity and likelihood of harm and multiply the ratings (1-4) as shown below. For example:

if a "Major injury" (one requiring hospital/ medical treatment) was considered as "very likely", the calculation would be 3 x 4 = 12, making it High Risk.

if a "Minor injury" (one requiring first aid treatment or no treatment at all) was considered as "likely", the calculation would be 2 x 3=6, making it a Medium Risk

		Severity			
		No Injury	Minor Injury	Major Injury	Life changing/ Fatal
Likelihood		1	2	3	4
Not Likely	1	1	2	3	4
Possible	2	2	4	6	8
Likely	3	3	6	9	12
Very Likely	4	4	8	12	16

Residual Risk Rating	
Calculate: Likelihood x Severity	
Insignificant Risk	1
Low Risk	2 - 4
Medium Risk	6 - 9
High Risk	12 - 16

Moving left to right across the risk assessment template, a risk may initially be considered as "High" and as controls are introduced, the severity and/or likelihood of harm reduces, so arriving at the "residual risk level". The need for additional controls will be determined by this residual risk rating and in many cases where the level is already "Low" or "Negligible", introducing additional controls may be considered as impractical or simply not cost effective – the risk is as low as "reasonably practicable"

A control or range of controls should always reduce the risk.

Any hazard that is still considered to be High risk, even with the controls identified, should be discussed with the H&S Team in the first instance



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Risk reduction strategies

In any risk assessment process, risk reduction should always follow the same simple steps in order of importance, with steps 1 and 2 being the favoured options for most tasks. Steps 4 and 5 would only be applicable to very low/ insignificant risks

- Step 1 - Avoidance - eliminating or avoiding the activity that may cause risk
- Step 2 - Mitigation - introducing preventative measures to reduce the likelihood or impact of the risk (known as controls)
- Step 3 - Transferring - can another party complete the task
- Step 4 - Acceptance - accepting that the risk remains as part of the task
- Step 5 - Monitoring - tracking and evaluating the risk over time

Society risk assessments

Most of our hazards and associated risks are detailed in the Society Generic and Group Specific risk assessments. These assessments identify the acceptable risk level and controls required to reduce those risks to this level (the "residual risk rating"). All risk assessments are available on Colleague Connect.

The residual risk rating and associated site controls are the minimum that the Society accepts, and in some cases, site specific circumstances may require additional controls added

Hazard; initial risk rating; how and who at risk	Current Control measures <i>The control measures below are the minimum required to achieve the level of risk that has been assessed.</i>	Residual risk ratings – with controls in place	Detail any further action required to maintain / reduce risk	Completed - Signature & date
Negligible Risk - Monitor Only	Low Risk - Action should be taken to maintain current status	Medium Risk - Action required to maintain, but additional controls may be required to reduce risk	High Risk - Action required to reduce risk	
Use of faulty/ damaged electrical equipment Risk of: Injuries resulting from electric shocks and uncontrolled fire Who at risk: Colleagues Visitors Customers	<ul style="list-style-type: none"> • Colleagues trained in safe use of electricity at work at induction and via annual refreshers • Pre-use checks completed • Colleagues encouraged to isolate any damaged equipment and report defective equipment • Only competent approved contractors to complete repairs • Only approved equipment sourced for operation • Head Office managed inspection and maintenance programs including 5 year fixed electrical inspections. • Pre-approved contractors engaged only to complete work • Observational check in H&S Audit 	Low		

If performing a new risk assessment, you should refer to these documents in the first instance to identify any existing controls required and to guide you on existing hazards.

Next steps

Once the assessment is completed, remember to inform your colleagues about the new or additional hazards and controls you are putting in place

Things to remember

Remember to consider those that may be especially at risk, for example, young persons, elderly, contractors and visitors who may not be in your workplace all the time. It is often useful to ask key colleagues for their thoughts and input as they may have noticed things that are not immediately obvious.



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Key tasks, risks and controls identified

The following tasks and activities have been identified a significant risk and so the detailed controls must be observed at all times.

Risk to colleague	Controls required to reduce the risk	Residual risk rating	Supporting materials
Colleague activity: Repairs and Maintenance – General continued			
Injuries relating to falls from height Who at risk: Maintenance Colleagues	Society Control and use of Ladders policy Pre-use ladder checks completed prior to commencing work Periodic Ladder Condition checks completed EN131 Standard, approved ladders and steps used only, Area cordoned off to prevent unauthorised access to work area WorkJam RAMS task completed and approved prior to starting work “Stop/ Think/ Do” assessment completed prior to starting task	Medium	Society Safe use of step ladders COP Society COP Removing ceiling tiles Society COP Replacing fluorescent tubes Society COP Cleaning up broken fluorescent tubes Ladder Log Link
Colleague activity: Maintenance and repair works on other sites (Not COOP House)			
Injuries resulting from new tasks/ new sites Who at risk: Maintenance colleagues Others	WorkJam RAMS task completed and approved prior to starting work “Stop/ Think/ Do” assessment completed on arrival Society visitor policy followed at all times Emergency arrangements identified prior to attending site Lone working policy followed/ contact details arranged prior to attendance Annual review of tasks being completed to ensure controls and procedures are in place for all tasks Driving on Society business policy observed Vehicle pre-use checks completed to reduce risk of breakdowns/accident	Medium	In House Team List April 2024 WorkJam RAMS task Vehicle pre-use checklist
Illness from exposure to asbestos fibres Who at risk: Maintenance colleagues	WorkJam RAMS task completed and approved prior to starting work “Stop/ Think/ Do” assessment completed on arrival Asbestos surveys checked prior to any intrusive works being completes as part of RAMS No asbestos removal and repair work undertaken by the team Annual Asbestos awareness training completed by the team	Medium	Annual Asbestos awareness training



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<p>Illness from exposure to Legionella bacteria in unflushed systems</p> <p>Who at risk: Maintenance colleagues</p>	<p>WorkJam RAMS task completed and approved prior to starting work</p> <p>“Stop/ Think/Do” assessment completed before commencing work</p> <p>Work on “vacant” sites to be discussed with H&S Team before commencing work and as part of RAMS</p> <p>Outlet flushed for at least 2 minutes before work commencing</p> <p>Annual Legionella awareness training</p>	<p>Medium</p>	<p>Annual SM legionella Awareness training</p>
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Colleague activity: Gardening and external maintenance work

<p>Injuries and illness resulting from Gardening tasks including the use of petrol driven equipment</p> <p>Who at risk: Maintenance colleagues</p>	<p>WorkJam RAMS task completed and approved prior to starting work</p> <p>“Stop/ Think/Do” assessment completed before commencing work</p> <p>(Hearing) Health surveillance program maintained for team</p> <p>Pre-use checks completed on all equipment</p> <p>Equipment regularly maintained per manufacturers guidance</p> <p>Hearing protection (ESN 353, SNR value 26dB), helmet and eye protection worn at all times when using petrol powered equipment</p> <p>First aid kit carried with colleague when carrying out gardening tasks</p> <p>No outdoor work to be undertaken if bees are swarming</p> <p>No work to be completed on beehives without express permission from the resident beekeepers</p> <p>Hi viz jacket worn at times when working outside</p> <p>Work area cordoned off when working in car park</p> <p>Weed spraying training completed and periodically refreshed</p> <p>Gardening related chemicals stored securely and per manufacturers guidance. Consideration given to risk from other stored chemicals.</p> <p>Gardening related chemicals handled per manufacturers guidance including the use of PPE</p> <p>Pond cleaning tasks completed with consideration for infection from waterborne diseases, such as Leptospirosis</p> <p>Suitable outside clothing provided and worn when working outside in heat/ cold</p> <p>Safety footwear worn at all times (to EN 20345, S3 Standard)</p> <p>Litter picking sticks utilised to reduce handling risks, Colleagues trained not to pick up “sharps”</p>	<p>Medium</p>	<p>Hearing surveillance program</p> <p>Weed killing training</p> <p>COPS/ Disposal of sharps etc</p> <p>RoSPA leptospirosis factsheet</p>
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Full risk assessment

Hazard; initial risk rating; who and how at risk	Current Control measures <i>The control measures below are the minimum required to achieve the level of risk that has been accessed.</i>	Residual risk ratings – with controls in place	Detail any further action required to maintain / reduce risk	Completed - Signature & date
Negligible Risk - Monitor Only	Low Risk - Action should be taken to maintain current status	Medium Risk - Action required to maintain, but additional controls may be required to reduce risk	High Risk - Action required to reduce risk. Risk must be reduced.	
Colleague activity: Repairs and Maintenance - General				
Injuries relating to the use of hand tools including power tools Who at risk: Maintenance Colleagues	<p>Hand Tools inspected for any damage prior to each use</p> <p>Hand tools should be stored at a suitable height for access.</p> <p>Hand tools should not be left projecting from a bench.</p> <p>Faces of hammer heads and hammer shafts should be frequently inspected for damage</p> <p>Edged tools should be kept sharp and in good condition. Sharp or pointed tools should be handled with care (with cutting edges protected or pointing downwards).</p> <p>Power Tools inspected for any damage prior to each use - both cables, casings and guards where fitted.</p> <p>Equipment guards must be used. Equipment isolated if guard defective.</p> <p>Trailing leads should not become entangled with the operator or others in the vicinity or the power tool.</p> <p>Long hair and loose clothing should be tied back, and jewelry taken if using power tools.</p> <p>Suitable eye protection should be worn.</p> <p>The chuck key should only be used to tighten and loosen the chuck, and otherwise kept safely away from the drill.</p> <p>COPS training completed annually</p>	Low risk	<p>Society COP Portable electrical tools</p> <p>Society COP Decorating</p> <p>Society COP Electricity at Work</p> <p>IHT Equipment Condition checklist?</p>	
Injuries relating to incorrect use, storage or disposal of chemicals and solvents	<p>Manufacturers guidance followed when using adhesives and chemicals, including PPE needs.</p> <p>Approved Chemicals only (see chemical list), and MSDS available</p> <p>Spillage clearance training completed periodically</p> <p>Chemicals used in well ventilated location only.</p> <p>Chemical spillage cleaning per Safety Data Sheets</p>		<p>Approved chemical list and MSDS</p> <p>Saved on C/C</p>	



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	<p>Dilution rates for chemicals observed at all times per Safety Data Sheets</p> <p>Disposal of empty chemical containers in line with Safety Data Sheet</p> <p>Chemicals stored in line with guidance in Safety Data Sheet and in original containers at all times</p> <p>Flammable chemicals kept out of direct sunlight and away from flames and heat</p>			
Colleague activity: Repairs and Maintenance – General continued				
<p>Injuries relating to falls from height</p> <p>Who at risk: Maintenance Colleagues</p>	<p>Society Control and use of Ladders policy</p> <p>Pre-use ladder checks completed prior to commencing work</p> <p>Periodic Ladder Condition checks completed</p> <p>EN131 Standard, approved ladders and steps used only,</p> <p>Area cordoned off to prevent unauthorised access to work area</p> <p>WorkJam RAMS task completed and approved prior to starting work</p> <p>“Stop/ Think/ Do” assessment completed prior to starting task</p>	Medium	<p>Society Safe use of step ladders COP</p> <p>Society COP Removing ceiling tiles</p> <p>Society COP Replacing fluorescent tubes</p> <p>Society COP Cleaning up broken fluorescent tubes</p> <p>Ladder Log Link</p>	
<p>Manual handling injuries, including slips, trips and falls</p> <p>Who at risk: Maintenance colleagues Others</p>	<p>Manual handling training included in the Induction Process and refreshed annually.</p> <p>General high standard of housekeeping at all times, to ensure the floor around the work area is clean and free from trip hazards.</p> <p>Suitable barricading in place whilst completing higher risk activities.</p> <p>Spillages cleared per policy, with annual refresher training completed</p> <p>Trolleys and dollies provided for load movement</p> <p>RAMS assessment completed prior to commencing work</p> <p>Pre-work Stop/Think/Do task completed to ensure work area suitable for “at height work</p> <p>Slip resistant safety footwear worn at all times (EN 20345, S3 Standard)</p>	Low	<p>Manual Handling COP</p> <p>Spillage COP</p> <p>Slips, Trips and Falls COP</p>	
<p>Injuries relating to electric shock</p> <p>Who at risk: Maintenance colleagues Others</p>	<p>No repair works completed on electrical equipment</p> <p>Electrical equipment isolated before moving</p> <p>Society PAT testing program in place</p> <p>Electricity at work policy</p> <p>Safe use of electricity COP refreshed annually</p>	Low	<p>Society COP Safe use of electricity</p>	



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	Pre use checks completed, and damaged equipment isolated No work undertaken inside the sub station or with the generator			
Injuries and illness from unauthorised access to/ or use of, equipment and chemicals Who at risk: Members of public Colleagues	All equipment securely stored when not in use All chemicals and solvents securely stored when not in use Chemicals and equipment securely stored between tasks On site, equipment and chemicals must not be left unattended where potential for unauthorised use exists (Nurseries for example) “End of job” checks completed to ensure all equipment and chemicals accounted for Barricading of work area for higher risk tasks to prevent access	Low		
Colleague activity: First Aid treatment				
Worsening of injuries due to inadequate first aid treatment	Team trained to EFaW level with periodic refresher training First aid kit carried by Team when not at COOP House Team to follow the Society’s safe visitor policy at all times Lone working policy followed	Low		
Non reporting of injuries	All accidents, incidents and near misses to be reported via WorkJam All accident events reviewed for follow up and reporting	Low		
Colleague activity: Maintenance and repair works on other sites (Not COOP House)				
Injuries resulting from new tasks/ new sites Who at risk: Maintenance colleagues Others	WorkJam RAMS task completed and approved prior to starting work “Stop/ Think/ Do” assessment completed on arrival Society visitor policy followed at all times Emergency arrangements identified prior to attending site Lone working policy followed/ contact details arranged prior to attendance Annual review of tasks being completed to ensure controls and procedures are in place for all tasks Driving on Society business policy observed Vehicle pre-use checks completed to reduce risk of breakdowns/accident	Medium	In House Team List April 2024 WorkJam RAMS task Vehicle pre-use checklist	
Illness from exposure to asbestos fibres	No intrusive work undertaken without knowledge of asbestos locations. WorkJam RAMS task completed and approved prior to starting work	Medium	Annual Asbestos awareness training	



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<p>Who at risk: Maintenance colleagues</p>	<p>“Stop/ Think/ Do” assessment completed on arrival</p> <p>Asbestos surveys checked prior to any intrusive works being completes as part of RAMS</p> <p>No asbestos removal and repair work undertaken by the team</p> <p>Annual Asbestos awareness training completed by the team</p>			
<p>Illness from exposure to Legionella bacteria in unflushed systems</p> <p>Who at risk: Maintenance colleagues</p>	<p>WorkJam RAMS task completed and approved prior to starting work</p> <p>“Stop/ Think/Do” assessment completed before commencing work</p> <p>Work on “vacant” sites to be discussed with H&S Team before commencing work and as part of RAMS</p> <p>Outlet flushed for at least 2 minutes before work commencing</p> <p>Annual Legionella awareness training</p>	Medium	Annual SM legionella Awareness training	

Colleague activity: Gardening and external maintenance work

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	Suitable outside clothing provided and worn when working outside in heat/ cold Safety footwear worn at all times (to EN 20345, S3 Standard) Litter picking sticks utilised to reduce handling risks Colleagues trained not to pick up "sharps"			
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