

## **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

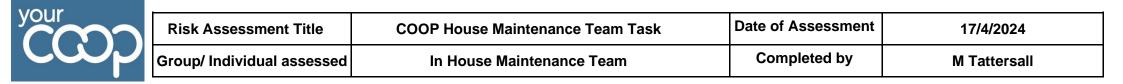
### **Colleague review**

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



#### 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.

#### <u>Risk Rating</u>

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.

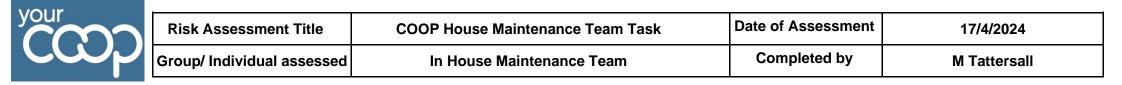
if a "Minor injury" (one requiring first aid treatment or no treatment at all) was considered as "likely", the calculation would be 2 x 3=6, making it a Medium Risk

			Severity				Resdulal Risk Rating		
		No Injury	Minor Injury	Major Injury	Life changing/ Fatal	Calculate: Likelihood	x Severity		
Likeliho	bod	1	2	3	4	50. 66	2		
Not Likely	1	1	2	3	4	Insignificant Risk	1		
Possible	2	2	4	6	8	Low Risk	2 - 4		
Likely	3	3	6	9	12	Medium Risk	6 - 9		
Very Likely	4	4	8	12	16	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



#### **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 The control measures below are the minimum required to achieve the level of risk that has been accessed.			Residual risk ratings – with controls in place	required to	urther action maintain / e risk	Completed - Signature & date
Negligible Risk - Monitor (	Dnly	Low Risk - Action should be taken to maintain current status		Medium Risk - Action required to additional controls may be requir		High Risk I reduce ris	- Action required to k
Use of faulty/ damaged electrical equipment Injuries resulting from electric shocks and uncontrolled fire <u>Who at risk:</u> Colleagues Visitors Customers	inducti Pre-us Collea and re Only c Only a Head includi	gues trained in safe use of electricity at wo ion and via annual refreshers se checks completed gues encouraged to isolate any damaged port defective equipment ompetent approved contractors to complet pproved equipment sourced for operation Office managed inspection and maintenanc ng 5 year fixed electrical inspections.	equipment e repairs e programs	Low			

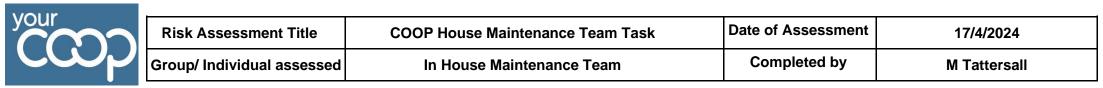
If preforming a new risk assessment, you should refer to these documents in the first instance to identify any existing controls required and to guide you on existing hazards.

#### 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.



Risk to colleague	Controls required to reduce the risk	Residual risk rating	Supporting materials
Colleague activity: Re	pairs 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: Ma	aintenance 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 <mark>Vehicle pre-use checklist</mark>
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

your	Risk Assessment Title	COOP House Maintenance Te	am Task	Date of Assessment	17/4/2024
lup 1	Group/ Individual assessed In House Maintenance T		eam	Completed by	M Tattersall
Illness from exposure to Legionella bacteria in unflushed systems Who at risk: Maintenance colleagues	"Stop/ Think/Do" assessment cor Work on "vacant" sites to be disc commencing work and as part of Outlet flushed for at least 2 minut Annual Legionella awareness tra	RAMS es before work commencing ning	Medium	Annual SM legionella Aware	ness training
<u> </u>	Gardening and external maintena				
Injuries and illness resulting from Gardening tasks including the use of petrol driven equipment Who at risk: Maintenance colleagues	<ul> <li>"Stop/ Think/Do" assessment co (Hearing) Health surveillance pro Pre-use checks completed on al Equipment regularly maintained Hearing protection (ESN 353, SN protection worn at all times when First aid kit carried with colleague No outdoor work to be undertake No work to be completed on bee the resident beekeepers</li> <li>Hi viz jacket worn at times when Work area cordoned off when we Weed spraying training complete Gardening related chemicals sto guidance. Consideration given to Gardening related chemicals has including the use of PPE</li> <li>Pond cleaning tasks completed waterborne diseases, such as Le Suitable outside clothing provide heat/ cold</li> </ul>	equipment per manufacturers guidance NR value 26dB), helmet and eye a using petrol powered equipment e when carrying out gardening tasks en if bees are swarming hives without express permission from working outside orking in car park ed and periodically refreshed red securely and per manufacturers o risk from other stored chemicals. adled per manufacturers guidance with consideration for infection from eptospirosis d and worn when working outside in	Medium	Hearing surveillance progr Weed killing training COPS/ Disposal of sharps RoSPA leptospirosis factsh	etc



# Full risk assessment

Hazard; initial risk rating; who and how at risk	rating; who and The control measures below are the minimum required to		Residual risk ratings – with controls in place		Detail any further action required to maintain / reduce risk	
Negligible Risk - Monitor Only	Low Risk - Action should be taken to maintain current status		dium Risk - Action required to itional controls may be requi		High Risk - Acti reduce risk. Ris	on required to k must be reduced.
Colleague activity: Re	epairs and Maintenance - General					
Injuries relating to the use of hand tools including power tools Who at risk: Maintenance Colleagues	Hand Tools inspected for any damage prior to each use Hand tools should be stored at a suitable height for access. Hand tools should not be left projecting from a bench. Faces of hammer heads and hammer shafts should be frequentl inspected for damage Edged tools should be kept sharp and in good condition. Sharp of tools should be handled with care (with cutting edges protected of pointing downwards). Power Tools inspected for any damage prior to each use - both casings and guards where fitted. Equipment guards must be used. Equipment isolated if guard de Trailing leads should not become entangled with the operator or the vicinity or the power tool. Long hair and loose clothing should be tied back, and jewelry tal using power tools. Suitable eye protection should be worn. The chuck key should only be used to tighten and loosen the chi otherwise kept safely away from the drill. COPS training completed annually	or pointed or cables, efective. others in ken if	Low risk	Society COP Porta Society COP Deco Society COP Elect IHT Equipment Co	tricity at Work	
Injuries relating to incorrect use, storage or disposal of chemicals and solvents	Manufacturers guidance followed when using adhesives and che including PPE needs. Approved Chemicals only (see chemical list), and MSDS availab Spillage clearance training completed periodically Chemicals used in well ventilated location only. Chemical spillage cleaning per Safety Data Sheets			Approved chemica Saved on C/C	al list and MSDS	

/our	Risk Assessment Title         COOP House Maintenance Team Task			Date of Assessment	17/4/2024	
lup	Group/ Individual assessed In House Maintenance Te		am	Completed by	M Tattersall	
Colleague activity: F	Disposal of empty chemical conta Chemicals stored in line with guid original containers at all times	direct sunlight and away from flames				
Injuries relating to falls from height Who at risk: Maintenance Colleagues	Society Control and use of Ladde Pre-use ladder checks completed Periodic Ladder Condition checks EN131 Standard, approved ladde Area cordoned off to prevent unat WorkJam RAMS task completed a "Stop/ Think/ Do" assessment cor	prior to commencing work completed rs and steps used only, uthorised access to work area and approved prior to starting work	Medium	Society Safe use of step la COP Society COP Removing ca Society COP Replacing flu tubes Society COP Cleaning up fluorescent tubes Ladder Log Link	eiling tiles lorescent	
Aanual handling hjuries, including lips, trips and falls Who at risk: Aaintenance colleagues Others	<ul> <li>Manual handling training included in the Induction Process and refreshed annually.</li> <li>General high standard of housekeeping at all times, to ensure the floor around the work area is clean and free from trip hazards.</li> <li>Suitable barricading in place whilst completing higher risk activities.</li> <li>Spillages cleared per policy, with annual refresher training completed Trolleys and dollies provided for load movement</li> <li>RAMS assessment completed prior to commencing work</li> <li>Pre-work Stop/Think/Do task completed to ensure work area suitable for "at height work</li> <li>Slip resistant safety footwear worn at all times (EN 20345, S3 Standard)</li> </ul>		Low	Manual Handling COP Spillage COP Slips, Trips and Falls COF	,	
njuries relating to electric shock Who at risk: Maintenance colleagues Others	No repair works completed on electrical equipment Electrical equipment isolated before moving Society PAT testing program in place Electricity at work policy Safe use of electricity COP refreshed annually		Low	Society COP Safe use o	felectricity	

your	Risk Assessment Title	COOP House Maintenance Tea	am Task	Date of Assessment	17/4/2	2024
Cu p	Group/ Individual assessed	In House Maintenance Te	am	Completed by	npleted by M Tat	
	Pre use checks completed, and o No work undertaken inside the s					
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: Fi	irst Aid treatment					
Worsening of injuries due to inadequate first aid treatment			Low			
Non reporting of injuries	All accidents, incidents and near All accident events reviewed for	misses to be reported via WorkJam follow up and reporting	Low			
Colleague activity: M	aintenance and repair works on	other sites ( Not COOP House)				
Injuries resulting from new tasks/ new sites Who at risk: Maintenance colleagues Others	<ul> <li>WorkJam RAMS task completed and approved prior to starting work</li> <li>"Stop/ Think/ Do" assessment completed on arrival</li> <li>Society visitor policy followed at all times</li> <li>Emergency arrangements identified prior to attending site</li> <li>Lone working policy followed/ contact details arranged prior to attendance</li> <li>Annual review of tasks being completed to ensure controls and procedures are in place for all tasks</li> <li>Driving on Society business policy observed</li> <li>Vehicle pre-use checks completed to reduce risk of breakdowns/accident</li> </ul>		Medium	In House Team List April 2024 WorkJam RAMS task Vehicle pre-use checklist		
Illness from exposure to asbestos fibres		hout knowledge of asbestos locations. and approved prior to starting work	Medium	Annual Asbestos aware	ness training	

your				Data of Assessment	
	Risk Assessment Title	COOP House Maintenance Te	am Task	Date of Assessment	17/4/2024
	Group/ Individual assessed	In House Maintenance To	eam	Completed by	M Tattersall
					I
Who at risk: Maintenance colleagues	"Stop/ Think/ Do" assessment co Asbestos surveys checked prior as part of RAMS No asbestos removal and repair Annual Asbestos awareness trai	to any intrusive works being completes work undertaken by the team			
Illness from exposure to Legionella bacteria in unflushed systems Who at risk: Maintenance colleagues	WorkJam RAMS task completed "Stop/ Think/Do" assessment co	and approved prior to starting work mpleted before commencing work cussed with H&S Team before RAMS tes before work commencing	Medium	Annual SM legionella A training	wareness
Colleague activity: C	Gardening and external maintena	nce work	-		
Injuries and illness resulting from Gardening tasks including the use of petrol driven equipment Who at risk: Maintenance colleagues	"Stop/ Think/Do" assessment co (Hearing) Health surveillance pro Pre-use checks completed on al Equipment regularly maintained Hearing protection (ESN 353, SI protection worn at all times when First aid kit carried with colleagu No outdoor work to be undertake No work to be completed on bee the resident beekeepers Hi viz jacket worn at times when Work area cordoned off when we Weed spraying training complete Gardening related chemicals sto guidance. Consideration given to Gardening related chemicals has including the use of PPE	equipment per manufacturers guidance NR value 26dB), helmet and eye n using petrol powered equipment e when carrying out gardening tasks en if bees are swarming hives without express permission from working outside orking in car park ed and periodically refreshed red securely and per manufacturers orisk from other stored chemicals. hdled per manufacturers guidance	Medium	Hearing surveillance pr Weed killing training COPS/ Disposal of shar RoSPA leptospirosis fac	rps etc

	Risk Assessment Title	COOP House Maintenance Team Task	Date of Assessment	17/4/2024
-up	Group/ Individual assessed	In House Maintenance Team	Completed by	M Tattersall
	Suitable outside clothing provided heat/ cold	and worn when working outside in		
	Safety footwear worn at all times (the Litter picking sticks utilised to redu			