



Risk Assessment Title	Interim controls for leak divertors	Date of Assessment	20/04/2026
Group/ Individual assessed	Knighton Food Store	Completed by	M Tattersall

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 <u>Risk of:</u> Injuries resulting from electric shocks and uncontrolled fire <u>Who at risk:</u> 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.

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



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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.	
Slips and falls from spillages and wet floor Who at risk: Colleagues and customers	<u>Site responsibility:</u> Collector bin level of fill monitored throughout the day and after heavy rain fall and emptied if reaching half full. Bins fitted with lids to prevent slopping of contents during transport and splashes whilst in use Spillage cleaning controls followed including dry mopping and wet floor signage where spills identified Area checked during each daily store standards task	Low		
Manual handling injuries from moving collector bins Who at risk: Colleagues	<u>Site responsibility:</u> Collector bins of a suitable size and capacity, and placed on trolleys to aid movement Bins emptied by 2 colleagues at a time to ensure safe lifting Site management to monitor activity for safe working practices	Low		
Trips and falls from poorly located collector bins Who at risk: Colleagues and customers	<u>Site responsibility:</u> Bin location chosen to prevent trip hazards and checked daily to ensure aisles are safe to walk through Area checked during each daily store standards task	Low		

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 Society Blank Risk Assessment v Feb 2024



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<p>Injuries from falling or failing equipment</p> <p>Who at risk: Colleagues and customers</p>	<p><u>FM/ Contractor responsibility:</u> Only competent approved contractor engaged to install rain divertor equipment</p> <p><u>Site responsibility:</u> Visual checks completed daily to check for stability of equipment and after heavy rain.</p> <p>Aisle cordoned off if issues identified and contractor called to attend.</p>	<p>Low</p>		
<p>Injuries from electric shock</p> <p>Who at risk: Contractors</p>	<p><u>FM/ Contractor responsibility:</u> Divertor fitted to prevent water ingress into electrics</p> <p>RAMS provided in advance of any contractor working on or near electrics near to divertor.</p> <p>Only suitably qualified contractors to work on electrics in the store</p>	<p>Low</p>		
<p>Environmental issues from soiled water disposal and equipment</p> <p>Who at risk: Colleagues</p>	<p><u>Site responsibility:</u> Waste rain water from bins emptied down the foul drain only and never using internal sinks and drains</p> <p>Colleagues to wear water proof gloves when handling the buckets and wash hands after completing the task.</p> <p>Buckets to be emptied and cleaned weekly to prevent build-up of biofilms and contaminants using Society approved sanitiser solution.</p> <p><u>FM/ Contractor responsibility:</u> Divertor equipment and pipework to be cleaned or replaced periodically by approved contractor to prevent build-up of biofilms and contaminants per agreed maintenance plan.</p>	<p>Low</p>		