

**Strictly Confidential**

**GENERAL RISK ASSESSMENTS  
2019**



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## List of General Risk Assessments

GRA 1	Office-based Work
GRA 2	Use of Company Vehicles
GRA 3	Use of Work Equipment
GRA 4	Work Activities at Client Premises
GRA 5	Exposure to Asbestos Containing Materials (ACM's)
GRA 6	Use of Cleaning Substances on Site

## Risk Scoring System

In order to assess the relative importance of health and safety risks and to enable corrective action to be prioritised, a simple system of scoring has been used.

The Risk Score reflect the combination of the Severity of Harm and the Likelihood of Occurrence.

$$\text{RISK SCORE} = \text{SEVERITY OF HARM} \times \text{LIKELIHOOD OF OCCURENCE}$$

**Severity of Harm** – the potential to cause harm will vary in severity. The effect of a hazard has been rated as follows:

**Fatal/ Major** eg. death or major injury

**Over 3 day** eg. injuries where people may be off work for more than 3 days

**Minor** eg. all other injuries including those where people are off work for periods of up to 3 days

**Likelihood of Occurrence** – Harm may not occur in every case, this will be affected by a number of factors, including the organisation of the work, measures in place to control risk and, the nature and extent of exposure to the hazard. The likelihood of occurrence has been rated as follows:

**Certain** eg. where it is certain or near certain that harm will occur

**Possible** eg. where harm will occur frequently

**Unlikely** eg. where harm will seldom occur

**Risk Score** – The score derived from the multiplication will be imminent, high, medium or low. Please see the Risk Evaluation Matrix.

The Risk Score is used for prioritisation. See Remedial Action timetable.

## Risk Evaluation Matrix

		Severity of Harm		
		Fatal / Major	Over 3 day	Minor
Likelihood of Occurrence	Certain	Imminent	High	Medium
	Possible	High	Medium	Low
	Unlikely	Medium	Low	Low

## Remedial Action Timetable

	Imminent Risk	High Risk	Medium Risk	Low Risk
Remedial Action to eliminate or reduce risk	Immediate action	Action as a matter of priority	Action as soon as possible	Action as a part of programmed risk management procedures

## General Risk Assessment

LOCATION AND/OR ACTIVITY: GRA 1 - Office-based work

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level?  Yes/No	Residual Risk?  I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
Slips, trips and falls from defective floor or trailing cables	Employees Visitors Contractors	<p>Only trained and competent employees permitted to work. A process of formalising training and maintaining training records is being implemented.</p> <p>Employees instructed to use safe working practices and to wear suitable non-slip footwear.</p> <p>Correct positioning in relation to trailing cables to minimise trips.</p> <p>All visitors and contractors are accompanied by staff.</p> <p>Wet floors minimised by conducting 'wet' cleaning operations at the beginning or end of the day when pedestrian traffic is minimal. Use of safety signage to warn others.</p> <p>Spillages cleaned and dried as soon as possible.</p> <p>All steps and stairways maintained in a clear condition without any obstructions. Stairs provided with handrails.</p> <p>Adequate lighting to enable all areas to be easily visible.</p> <p>Adequate first aiders and first-aid facilities available.</p>	Yes			
Injury from exposure to ozone emitted by photocopier/laser printers	Employees	<p>Printers sourced from a reputable supplier.</p> <p>Any damage or defects immediately reported to line manager and then in turn to a Service Engineer, if necessary.</p> <p>Siting of machines in a well-ventilated area.</p> <p>The exhaust grille positioned at least 1m from nearest seated employee.</p>	Yes			

## General Risk Assessment

LOCATION AND/OR ACTIVITY: GRA 1 - Office-based work (Continued)

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
Electrocution from damaged/faulty equipment	Employees Contractors	<p>Employees report any problems or defective equipment to line manager for repairs to be carried out by Service Engineer.</p> <p>Staff instructed not to tamper with electrical appliances or electrical installation.</p> <p>All portable electrical appliances sources from a reputable supplier. The fixed electrical installation is subject to periodic inspection by a competent person.</p>	No	M	Confirmation should be obtained that Portable Appliance Testing is up to date.	
Asbestos containing materials	Employees	The building was constructed in 2003 so no asbestos containing materials were used.	Yes			
Fire		See separate fire risk assessment				
Use of Display Screen Equipment (DSE)		Separate DSE workstation risk assessments	No	M	DSE assessments should be completed by employees who make use of PCs.	

## General Risk Assessment

### LOCATION AND/OR ACTIVITY: GRA 2 - Use of Company Vehicles

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level?  Yes/No	Residual Risk?  I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Collision of vehicle resulting from:</p> <ul style="list-style-type: none"> <li>• A defective vehicle</li> <li>• Unsafe driving</li> <li>• Tiredness/fatigue</li> </ul>	<p>Employees</p> <p>Client's employees</p> <p>Public</p>	<p>Only qualified and competent employees permitted to drive vehicles.</p> <p>Use of external side mounted mirrors on vehicle when reversing.</p> <p>All drivers carry appropriate license for the vehicle category and are authorised accordingly. Drivers observe road safety requirements in accordance with legal requirements.</p> <p>All vehicles are inspected for safety and maintained/serviced in accordance with manufacturer's recommendations.</p> <p>Roadworthiness inspections in accordance with Dept. of Transport requirements.</p> <p>A weekly safety inspection is conducted on the vehicle(s) for essentials such as tyres, brakes, fluids etc. and a record kept, including remedial action taken following identification of defects.</p> <p>All relevant documentation held at company premises.</p>	No	M	Driving licences should be inspected annually using the DVLA website and records kept	
Falling objects	Employees	<p>Drivers carryout pre-journey visual safety check.</p> <p>Driver responsible for securing contents safely and effectively.</p>	Yes			

## General Risk Assessment

LOCATION AND/OR ACTIVITY: GRA 2 - Use of Company Vehicles continued

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
Violence & Aggression	Employees	<p>Driver to exercise extreme caution and remain vigilant of pedestrians.</p> <p>Drivers trained/instructed to be aware of potentially unsafe situations. Drivers instructed on safe use of mobile phone.</p> <p>Where employees working alone intends to go straight home, contact is made with the office/Manager at the completion of task.</p> <p>Travel first-aid kit provided.</p> <p>PPE: Safety boots, high-visibility overclothing.</p>	Yes			





## General Risk Assessment

### LOCATION AND/OR ACTIVITY: GRA 4 – Work Activities at Client Premises

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level?  Yes/No	Residual Risk?  I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
Slips, trips and falls from defective floor or trailing cables	Employees  Contractors  Client's employees  Public	<p>Only trained and competent employees permitted to work. A process of formalising training and maintaining training records is being implemented.</p> <p>Employees instructed to use safe working practices and to wear suitable non-slip footwear.</p> <p>Correct positioning in relation to trailing cables to minimise trips.</p> <p>Equipment purchased from reputable supplier and carries CE Marking, to conform to safety requirements.</p> <p>Wet floors minimised by conducting 'wet' cleaning operations at the beginning or end of the day when pedestrian traffic is minimal. Use of safety signage to warn others.</p> <p>Spillages cleaned and dried as soon as possible.</p> <p>All steps and stairways maintained in a clear condition without any obstructions.</p> <p>Stairs provided with handrails.</p> <p>Use of a suitable ladder meeting the standards of EN 131.</p> <p>Adequate lighting to enable all areas to be easily visible.</p> <p>Sentinel Safety undertake audits of a selection of sites annually.</p>	Yes			

## General Risk Assessment

### LOCATION AND/OR ACTIVITY: GRA 4 – Work Activities at Client Premises (continued)

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level?  Yes/No	Residual Risk?  I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
Exposure to client's work processes	Employees	Details of client's health & safety/fire safety/security arrangements obtained during a pre-contract assessment by Manager in advance of starting each new contract.	Yes			
Fire & the effects of fire		Cleaners provided with induction training at the commencement of a new contract, including arrangements for safe access & egress, and emergencies.				
Entrapment		Employees adhere strictly to client's risk management procedures. Communication Record maintained at the site for two-way communication with client.				
Violence and aggression		Employees instructed to contact their Manager and site contact person to report defects, concerns about safety.	Yes			
Lone working		On-call manager available out of hours using company emergency number.  Employees do not work on client sites before 5am and after 9pm.  All employees have access to a mobile phone during their work.	No	M	A safe system of work should be developed to ensure the safety of employees undertaking lone working, including arrangements for confirming their safety and raising an alert in the event of an accident on site, for example, during the evening, night or early morning. (It is noted that steps have taken place to identify employees at increased risks due to personal circumstances and proportionate remedial measures will be put in place.	

## General Risk Assessment

### LOCATION AND/OR ACTIVITY: GRA 4 – Work Activities at Client Premises (continued)

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level?  Yes/No	Residual Risk?  I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Exposure to hazardous substances:</p> <p>Pathogenic micro-organisms including bacteria and Blood-borne viruses from bodily fluids</p>	<p>Employees</p>	<p>Only trained and competent employees permitted to carryout cleaning activities.</p> <p>Employees instructed and provided with information on the nature of hazards from pathogenic micro-organisms arising from client premises and processes.</p> <p>Within the dental surgery, employees instructed only to clean the floor (not other surfaces). Employees must not handle sharps such as syringes and report these to the client contact.</p> <p>Cleaners provided with induction training at the commencement of a new contract, including arrangements for reporting concerns about possible exposure to hazardous substances.</p> <p>Employees adhere strictly to client's risk management procedures with respect to the areas and surfaces to be accessed and the risk controls with respect to hazards from bodily fluids such as blood, vomit, faeces and urine.</p> <p>Communication Record maintained at the site for two-way communication with client.</p> <p>Employees instructed to contact their Manager and site contact person to report concerns about exposure to hazardous substances.</p> <p>On-call manager available out of hours using company emergency number.</p> <p>PPE: overclothing, protective gloves.</p>	<p>Yes</p>			

## General Risk Assessment

**LOCATION AND/OR ACTIVITY: GRA 5 – Exposure to Asbestos Containing Materials (ACM's)**

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level?  Yes/No	Residual Risk?  I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
Exposure to Asbestos Containing Materials	Employees  Contractors  Client's employees  Public	<p>Work activities only to be undertaken by trained and competent persons.</p> <p>Dutyholder with respect to client premises has a duty to inform us of the presence of any asbestos containing materials (ACM's).</p> <p>Manager makes enquiries with prospective client on the presence of ACM's in proposed work area, prior to commencement of work. If ACM's are present, a site-specific assessment will be carried out by the Manager to establish the risk of disturbing such materials in the course of the proposed work.</p> <p>No work will be undertaken that requires ACM's to be disturbed.</p> <p>Extreme caution to be exercised to prevent the accidental disturbance of identified ACM's.</p> <p>Where ACM's suspected but not identified by client, work to stop immediately and not recommenced until confirmation received that ACM's are absent.</p>	Yes			

## General Risk Assessment

**LOCATION AND/OR ACTIVITY: GRA 6 – Use of Cleaning Substances on Site (including Freshaloo, Cream cleanser, Spray polish, MP 9 (multi surface cleaner), MP 10 (multi surface cleaner), Window spirit and Air freshener).**

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level?  Yes/No	Residual Risk?  I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
Inhalation  Skin Contact  Eye Contact  Ingestion	Employees  Contractors  Client's employees  Public	<p>Only trained and competent persons permitted to undertake task. A process of formalising training and maintaining training records is being implemented.</p> <p>Freshaloo for cleaning toilet pans is not used in conjunction with bleach products or MP 10 and MP 9.</p> <p>Reliance on employee to ensure safe handling of the product, particularly where decanted into smaller containers.</p> <p>For MP 10 and MP 9, a pump dispenser is used to place a measured amount into a spray bottle and water is added to make up the correct concentration.</p> <p>Employees provided with guidance on how to achieve the correct concentration of chemicals to use for different tasks.</p> <p>Suitable signage on all containers to indicate the contents and safety precautions necessary.</p> <p>Use of substance in a well ventilated area/open space.</p> <p>Use of warning signage.</p> <p>Only small quantity of substance used and kept on site. Spillages of substance cleared as soon as possible using cleaning materials available on site.</p>	Yes			

## General Risk Assessment

**LOCATION AND/OR ACTIVITY: GRA 6 – Use of Cleaning Substances on Site (including Freshaloo, Cream cleanser, Spray polish, MP 9 (multi surface cleaner), MP 10 (multi surface cleaner), Window spirit and Air freshener) continued.**

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level?  Yes/No	Residual Risk?  I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
Inhalation  Skin Contact  Eye Contact  Ingestion	Employees  Contractors  Client's employees  Public	Storage of substance and disposal of empty containers in accordance with the safety data sheet.  Hand washing facilities available on site and breaks taken away from room containing substance.  Hygiene procedures and removal of gloves to prevent contamination before eating/drinking.  PPE: Overclothing, rubber gloves	Yes			