



Risk Register

Gardening	Burning	Fencing
Fire on site	General Office	Grave Digging
Brick Cleaning and Pointing	Power Tools	Rubbish Collection
Setting out offices/ council rooms	Tree Felling	Window cleaning

Risk	Probability X Severity after controls	Control Measures	Risk rating
Inclement Weather: illness, increased Risk of Slips, trips or falls, especially when working at height.	2 x 3	All staff have been informed of the greater risk of injury when working in inclement weather, all frost and snow will be cleared from access equipment if work in these conditions cannot be avoided. The site foreman is responsible for suspending work if weather conditions make the task unsafe. Ensure safety of electrical equipment in wet weather as unsuitable equipment can easily become live and make its surroundings live. Take account of weather conditions, wear appropriate clothing and take warm drinks in cold weather, cover up or apply sun block to prevent sunburn	Low
Scaffolding/Falling: Bruising, Cuts, Broken Limbs, Death.	1 x 3	Ladders only to be used as temporary work platform & guidelines on use observed. If job assessed to be long term platform required or safety harness with suitable fixings. Ensure guard rail and kick boards are checked weekly at least.	Low
Tripping/Poor Housekeeping: Bruising, Cuts, Broken Limbs - Falls, wrenched muscles & displaced joints. Cuts, abrasions, musculoskeletal injuries.	1 X 3	Ensure that the work area is kept clear and clean throughout the operation. Remove rubbish/scrap as it is created. All staff will keep the working area tidy and remove trip hazards as and when they occur. All staff will wear suitable footwear at all times.	Low

Manual Handling: Muscular skeletal disorders - Twisting, Over-reaching, muscular problems, poor techniques load too heavy.	1 X 3	Assess the best way to lift, with the maximum weight nearest the body. Ensure that the route to be taken while lifting is clear of any obstructions. All staff have been trained in correct lifting methods. Team lifting to be used when loads are heavy or awkward. The site foreman shall be responsible for identifying and controlling manual handling issues on site.	Low
Power Tools: Cutting stabbing Penetrating wounds, Entanglement with tool bits, Lacerations, eye damage. Lack of maintenance and use of defective tools are common causes of injuries. Improper use of equipment poor training may cause injuries to operators and others.	2 X 6	All power tools and machinery must comply with the Provision and Use of Work Equipment Regulations 1998. All power tools and machinery must be regularly inspected and maintained in good condition Only trained and experienced operatives are allowed to use Power tools, inexperienced or young workers are kept under strict supervision whilst using power tools. Tools and cables are visually inspected before use, damaged tools are withdrawn from service until repaired. Company power tools are PAT tested on an annual basis	Low
Loading/Unloading: Cuts, Bruises, Broken Limbs, Material Damage.	1X4	Ensure that Fork Lift Truck is suitable load capacity for materials being unloaded.	Low
Vehicle and Machine movement: Death and Serious Injury.	1 X 5	Only fully trained / license holders to use vehicles / machinery on site. Spotters to be used for reversing, vehicles fitted with audible warnings when in operation on site. Vehicle movement to be planned and co-ordinated at all times. All site workers to wear Hi Vis clothing. Warning whistles issued to allow audible danger warnings. All vehicles and machinery to be maintained in correct manner and any required maintenance work to be carried out. Ensure vehicles are not moving in designated working areas, have a separate area for deliveries.	Low
Noise: Hearing damage.	1 X 4	Split work over shift between operators to reduce exposure, ensure PPE is correctly worn. Where noise levels are likely to be above 80 dB(A) the competent person must carry out a noise assessment and the employer must provide hearing protection if	Low

		asked for by employees. Where noise levels are likely to be above 85 dB(A) the employer must reduce the exposure to noise of employees other than by the provision of hearing protection. All staff must wear the appropriate ear defenders in noisy areas.	
Contact with Hazardous Substances: Death, injury, burns, breathing problems.	1 X 5	Wear correct PPE. Ensure that any spillages are cleaned up using spill kit. Strong rubber gloves, protective overall provided and used. Staff follow instructions on the bottle when using chemical. Staff wash rubber gloves before removing them carefully and storing in a clean place. All hazardous substances must be stored correctly and away from sources of heat. Ensure that a COSHH assessment has been carried out for this task and that staff are aware of the dangers of hazardous substances.	Low
Entanglement: Bruising, Cuts, Crushing, Broken Limbs, Amputation, Death.	1 X 5	Ensure all guards are in position while running rotating machinery. Ensure that no loose clothing is worn.	Low
Trapping: Bruising, Cuts, Crushing, Broken Limbs, Amputation, Death.	1 X 5	Ensure correct equipment is being used for the task.	Low
Cutting, Shearing, Stabbing: Cuts, Amputation, Puncture wounds.	1 X 5	Keep away from moving parts and use guards / shields where possible.	Low
Hand Tools (Use): Bruising, Cuts, Eye damage - Improper use of hand tools and use of defective hand tools are common causes of minor injuries. Serious injuries may be caused particularly through failure of the tool e.g. mushrooming of chisel heads.	2 X 3	Ensure all tools to be used are in good condition i.e. no loose or damaged parts.	Low
Slips Trips and Falls: Bruising, Cuts, Broken Limbs - Caused by items left on the floor, water,	1 X 5	Clear walkway and identify uneven areas. Post warning signs. Ensure that any spillages are cleaned up using spill kit. The area of work will be kept clean and tidy, cables will	Low

oil and other slippery surface or poor footwear.		be managed so as not to cause a trip hazard. Wear shoes or boots with non-slip soles for work on the outside, in particular in wet or snowy weather. Staff must wear suitable footwear with non slip soles.	
Step Ladders: Death, Major Injury, Fall from height, contact with other equipment, falling objects.	1 X 5	Company step ladders are inspected before every use and defects reported, damaged ladders removed from site and replaced. All staff are experienced, trained and competent to work from step ladders. Young/inexperienced staff are trained and closely supervised during ladder work. Step Ladders will not be used where an onsite risk assessment has determined that the residual risk with all controls in place is still too high. The competent person is responsible for organising other safer means of access to height.	Low
Repetitive Actions: Repetitive Strain Injury.	2 X 3	Plan the task is rotated between as many operators as possible during the full shift.	Low
Rigging and Slings: Bruising, Cuts, Broken Limbs, Death.	1 X 5	Only qualified (competent) persons to carry out these operations. All staff who carry out slinging operations are trained and competent. Staff will ensure all slinging equipment is fit for purpose and strong enough to carry out the lift safely.	Low
Damage to electrical apparatus: Electrocution, Burns, Death, Fire, Explosion - Contact with live conductors and earth may cause electrocution or burns. Electrocution may cause heart stoppage through electric shock.	1 X 5	Immediately isolate equipment from the main supply.	Low
Gas Cylinders: Burns, Death, Explosion, Material damage.	1 X 5	Ensure bottles are fastened to a solid structure to prevent falling and causing damage. Check that the valves, pipes, torch, and blow back valves are in good condition before proceeding. Ensure prior to working in confined spaces that all gas bottles and ancillary equipment are not leaking. Remove from confined space, when not in use, or isolate. Only competent members of staff are permitted to use the gas bottles. All valves, pipes and torches are inspected annually by BOC to ensure the meet BS EN559, EN730 and also EN560.	Low

Combustible Materials: Burns, Material damage.	1 X 5	Ensure all combustible material is kept away from ignition sources.	Low
Hot Work: Burns, Explosion, Material damage.	1 X 5	<p>Ensure that all gas cylinders are safely secured in an upright position and fitted with flashback arrestors. Ensure you know where the nearest telephone is and that you are familiar with Fire emergency procedures. The area must be personally examined upon completion of work and 30 minutes after completion. A Hot Work permit is required when working by all contractors doing hot work and all personnel in the following areas: Paint machines, Spray areas, Aluminium spray paint and filter, on or near hydraulic gas systems, enclosed spaces, working from heights. Work must not be done on, or adjacent to, vessels/pipes previously containing flammable liquids or gases and/or pressurised for which additional precautions must be taken. When electrical arc welding ensure adequate earthing is applied in accordance to Safe Working Procedures. When using gas bottles Safe Working Procedures must be adhered to. Floors/surrounding areas must be clean. Combustible material, vulnerable equipment, service trenches, ducts and electrical cables must be protected or removed. Suitable fire extinguishers must be available. The following additional precautions may be necessary depending on the work: Warning notices posted adjacent to and below the work. Work area to be sanded over or wet down. Watchman posted through hot work operation. Ensure that fire blankets are used during welding.</p>	Low
Fire on Site: Accidental fires may cause Burns, Asphyxiation, Blast injuries, Respiratory damage may be caused through toxic smoke.	1 X 5	<p>Ensure all staff are aware of site fire plan. During induction the supervisor should make all staff aware of site specific fire procedures. No smoking permitted anywhere on site. A fire risk assessment will be carried out annually as a minimum. An evacuation test will be carried out every 3 months as a minimum. Fire alarms will be tested every month as a minimum. On discovering a fire all staff will leave the building via the designated route and wait at the assembly point. Fire marshals will only attempt to extinguish a fire if it is deemed to me safe to do so.</p>	Low
Flammable Liquids and Gases: Burns, Death,	1 X 5	Ensure COSHH guideline are followed when working with chemicals and substances.	Low

Explosion, Material damage.		All aerosol adhesive sprays and solvent cleaners stored and transported in accordance with COSHH assessments. Any accidental spillage is dealt with immediately in accordance with COSHH assessment.	
Ignition Sources: Burns, Death, Explosion, Material damage.	1 X 5	Check that all electrical equipment is isolated. No smoking allowed in any company premises. All staff trained in the use of fire extinguishers.	Low
Ventilation: Fatigue, Drowsiness - Lack of oxygen, Fire and explosion due to ignition of vapours and spilled liquid fuels.	1 X 4	Use general dilution ventilation i.e. open all windows, door and vents.	Low
Gases or Vapours: Respiratory irritation, Lung damage, Fire, Explosion.	1 X 4	A suitable COSHH assessment must be carried out for all substances hazardous to health. Respiratory equipment is to be used. Adequate ventilation for the work is to be provided, by means of windows or ventilation equipment.	Low
Working on external sites: Death or Serious injury.	1 X 5	It is vitally important that potentially hazardous areas are signposted, barricaded and, where appropriate, covered to avoid possible injury to workers and members of the public. Anyone who may be affected by the works to be informed of site work, especially tenants and other contractors. Site to be secured to prevent un-authorised access. Foreman is to ensure no access onto site without a permit, or permission. Staff will cordon off work area and ensure tenants do not enter area of danger. Hand tools and power tools will not be left unattended. The site will be made safe at the end of each shift. Staff will follow the method statement devised for this task. Construction staff are experienced in construction site work and are aware of the dangers associated with this type of work. We have a rolling program of training and sub-contractors are carefully selected for competence. Construction staff will be inducted onto site and follow all principle contractor safety rules. Young workers and apprentices will be supervised at all times and have a specified supervisor.	Low
Scaffolding/Falling: Bruising, Cuts, Broken Limbs, Death.	1 X 5	Ladders only to be used as temporary work platform & Guidelines on use observed. If job assessed to be long term platform required or safety harness with suitable fixings. Ensure guard rail and kick boards are checked weekly at	Low

		<p>least.</p> <p>Edge protection barriers are to be in place where a fall from height could occur.</p> <p>Toe and kick boards must be in place in all areas where a fall from height could occur.</p> <p>Ladder used for access to scaffold will be fixed in place.</p> <p>Clear access is required for all access ladders.</p> <p>Competent persons are to erect scaffolding.</p> <p>Where scaffold is not yet completed access ladders will be blocked off or removed by the scaffolder to prevent un-authorized access.</p>	
Ladders: Death, serious injury, minor injury.	1 X 5	<p>Ensure all staff are fully aware of ladder use risk assessments and control procedures in place for their use.</p> <p>Ladders to be securely tied off to prevent slippage and movement.</p> <p>Where a ladder cannot be tied or secured in any other way, it will be securely footed by another operative.</p> <p>If a ladder is being used to access a working platform the ladder shall extend 1.05m above the platform level.</p> <p>Company ladders are visually inspected before each use and defects reported, damaged ladders are removed from site and replaced.</p> <p>Ladders will not be used where an onsite risk assessment has determined that the residual risk with all controls in place is still too high.</p> <p>The competent person is responsible for organising other safer means of access to height.</p> <p>All staff are experienced, trained and competent to carry out ladder work.</p> <p>Young/inexperienced staff are trained and closely supervised during ladder work.</p>	Low
Fall From height: serious injury. Caused by incorrect selection and use of equipment.	1 X 5	<p>Scaffold and access to height will be erected by competent contractors.</p> <p>Staff will follow site safety rules for access and working from scaffold.</p> <p>Ladders will only be used for gaining access to scaffold, all work will be carried out from the scaffold.</p> <p>Daily safety checks will be carried out on the scaffold by the site foreman.</p> <p>All staff must wear approved safety harnesses attached to secure safety lines whilst working at height.</p> <p>All staff are competent and experienced fitters.</p> <p>Installers will not work within 2 metres of an unprotected edge and will be attached to fall arrest systems at all times whilst working on roofs with unprotected edges.</p>	Low
Falling Objects: Bruising, Cuts, Broken Limbs, Death.	1 X 5	<p>Segregate (close off with barriers) the area where items may fall from overhead work.</p> <p>Ensure all stacked materials are stable and un</p>	Low

		<p>accessible to unauthorised persons.</p> <p>The area below ladders where other person may be liable to walk will be marked out with warning tape or barriers, and persons prevented from travelling across the danger area.</p> <p>Staff will ensure all equipment is correctly fixed in their tool belt.</p>	
Hung up workers: Death serious injury	1 X 5	<p>Emergency procedures for recovering workers hung from harnesses must be available on site.</p> <p>Mobile phones or other forms of communication will be available at all times on site to summon the emergency rescue services.</p> <p>All staff have training and instruction of the recovery of hung up workers.</p>	Low
Incorrect Use of Mechanical Aids: Bruising, Cuts, Broken Limbs, Death.	1 X 5	<p>Check that lifting shackles, slings are tested and suitable for load to be lifted.</p> <p>Ensure all people are qualified and trained to use mechanical lifting aids.</p>	Low
Sharp Objects: Cuts, serious injury	1 X 5	<p>Ensure all sharp objects are handled carefully using appropriate PPE.</p>	Low
Eye strain, headaches and muscoskeletal problems: Increased absences from work	2 X 1	<p>Regular breaks taken from working solely with DSE.</p> <p>Information and guidance supplied to DSE users to advise them on how to avoid eye problems, headaches and muscoskeletal issues.</p> <p>Information on company DSE Policy provided to all users, and test provided upon request.</p>	Low
Inadequate seating: Physical strain.	2 X 1	<p>Ensure adequate seating is provided.</p> <p>Adjustable chairs available and the user is aware of how to adjust them and set to the correct height.</p> <p>Regular breaks taken to change posture.</p>	2 x 1
Poor lighting: Bruising, Cuts, Broken Limbs - Increased chance of Slips Trips and falls.	2 x 1	<p>Ensure adequate and suitable lighting is provided</p> <p>Suitable lighting levels provided that do not cause high levels of glare.</p> <p>Suitable window coverings provided to block out glare and sunlight.</p>	Low
Reflection onto screens/VDUs: Eyesight damage.	2 X 1	<p>Use anti - glare screens.</p> <p>Position DSE to be free from lighting reflections.</p>	Low
Slips, trips and falls from trailing leads: Injury.	2x 1	<p>Make sure all cables are out of walkways and tied up using appropriate cable ties.</p>	Low
Using mouse for prolonged periods of time: Hand and wrist problems.	2 X 1	<p>Regular breaks taken from working solely with DSE.</p> <p>Appropriate sized mouse for hand provided.</p>	Low
Manual Handling: Muscular skeletal disorders - Twisting, Over-reaching,	2 X 2	<p>Staff will not lift beyond their capabilities, and will seek help for any load they consider too heavy or hazardous to lift.</p>	Low

muscular problems, poor techniques load too heavy.			
Young Workers:	2 X 2	Young workers are more prone to accidents due to their inexperience. Young workers must be assigned a direct supervisor. Young persons are prone to horseplay, they will need to be told of the dangers of this and kept under control. Specific young workers risk assessment will be carried out on the individual and appropriate control measures and restrictions put into place.	Low
Access and egress:	2 X 2	Non slip flooring in place. External flooring maintained to a good standard. Well-lit premises and in access areas/ car park. Icy areas gritted in adverse weather.	Low
Poor housekeeping:	2 X 2	Good standard of housekeeping. Premises cleaned on a regular basis. Good level of lighting provided. Tidy as you go policy in place. Bins provided to place rubbish within. Regular inspections of the premises undertaken to allow immediate remedial action to be taken.	Low
Refreshment/ canteen facilities:	2 X 2	Refreshment facilities and rest room/ area available. Hot drink making facilities or drink machine available. Fridge provided to store own food. Staff can eat at own desk or workstation without being interrupted during breaks.	Low
Toilet and hand washing facilities:	2 X 1	Sufficient number of male and female toilets and wash basins. Toilets are kept clean and well-aired.	Low
Workplace temperature:	2 X 1	Air conditioning or climate control system in place. Thermometers provided throughout premises.	Low
Poor workstation/ergonomic design: Physical injury and strains.	2 X 1	Use well designed ergonomic furniture and consult employees regarding furniture purchases. Individual DSE risk assessments are carried out. Equipment correctly set-up to the legislative requirements and the ergonomic requirements of the user. Regular breaks from working solely on the DSE is encouraged.	Low
Lone Working: Dangerous situations.	1 X 2	Identify the potential risk of injury to lone workers and then provide the necessary supervisory measures appropriate for the particular job. Periodic telephone contact with lone workers necessary.	Low
Excavations: Suffocation, Crushing, Broken limbs, Death.	1 X 4	Use proper hazard signs for as long as the light excavation exists. Excavations deeper than 1.2 metres will require wall support by use of shuttering and bracings, hydraulic	Low

		box, benching or battering, to prevent collapse and potential trapping of personnel.	
Leptospirosis (Weils Disease): Flu like illness, fever, severe headache, pains in the back and calf, Jaundice	1 X 4	Staff will be given information on Leptospirosis and instructed to minimise contact with dirty water. Good hygiene procedures will be followed to prevent transmission from hands to mouth etc.	Low
Toxic Chemicals: Poisoning, Environmental damage, Death.	2 X 3	Check out the Risk Phrases in the MSDS and ensure they are understood. Follow the instructions attached to the Safety Phrases in the MSDS.	Low
Contact with Wet Concrete: Severe Chemical burns, dermatitis.	2 X 3	Follow HSE guidance from form INDG233 and ensure all employees are aware of this guidance and all appropriate measures are taken to reduce contact and provide appropriate washing facilities and PPE. Regular monitoring to spot early signs of contact dermatitis.	Low
MEWPS: Death serious injury.	1 X 5	All staff required to work at height are competent, experienced and have received training. Access to height will be from a mobile access platform (MEWP). All operators hold current licences for the MEWP and are competent in their safe use. An initial inspection and thereafter daily safety checks will be carried out on the access platform by site foreman, according to the manufacturer's instructions. All staff to wear safety harnesses at all times and are to be anchored into the access platform using short length lanyards. All operators to remain in platform at all times. Where the risk of a fall cannot be eliminated the site manager will ensure suitable safety netting and/or fall protection mattresses are installed prior to allowing work to commence. At no point will manufacturer's guidelines on wind speed, tilt angle and other operating limitations be exceeded. Ground conditions are to be checked and must be safe and secure. Ensure the MEWP cannot be caught, or impact any overhead obstructions.	Low
Hypodermic Syringes: Severe infectious diseases.	1 X 4	All staff are trained and competent to handle contaminated sharps.	Low
Hazardous Waste: Illness or Infection.	1 X 4	Wear correct PPE. Dispose of safely, clearly marking and sealing relevant containers.	Low
Handling Hot Liquids:	2 X 2	When moving hot liquids ensure the vessel or container is not over filled.	Low

		<p>Ensure the route you are taking is clear before you attempt to pick up the liquid in its container.</p> <p>Containers can get hot when filled with hot liquids, wear the appropriate gloves for the task, or use containers with handles.</p> <p>Staff trained in risks of release of steam.</p>	
Electrocution: Death, Serious Injury, Burns - Contact with live conductors and earth may cause electrocution or burns. Electrocution may cause heart stoppage through electric shock.	1 X 5	PAT testing to be carried out every 12 months on all portable electrical appliances.	Low
Falls From Height: Death, Serious injury,	1 X 5	<p>All staff must wear a work-positioning sit harness for tree climbing must have a pelvic attachment point and leg straps.</p> <p>Climbing equipment must be checked every time before use.</p> <p>When using work-positioning techniques, do not climb more than 250mm above your anchor point.</p> <p>Keep climbing rope taut, any slack must not exceed 500mm, to prevent injury from a free fall and the associated arrest forces.</p> <p>Ropes should have a high margin of safety, and must have a minimum diameter of 10mm.</p> <p>Climbers must be experienced, trained and competent to carry out tree surgery work.</p> <p>Young/inexperienced climbers are trained and closely supervised during tree surgery work.</p> <p>All tree work must be carried out by at least two people ensuring that the second member is capable of effecting an immediate aerial rescue in compliance with an agreed rescue plan.</p>	Low
Falling Trees: Death serious injury.	1 X 5	<p>Plan escape routes in advance they must be clear of obstructions.</p> <p>If control is lost over the fell, use escape route.</p> <p>All staff must have adequate training and information on use of escape routes.</p> <p>Emergency contingency plans (first aid, emergency numbers, Accident and Emergency number, site location, etc.) must be made in advance.</p> <p>See method statement for further details.</p> <p>ONLY TRAINED OPERATIVES TO ENGAGE WITH THIS TASK WHO WILL FOLLOW A SAFE SYSTEM OF WORK</p>	Low
Machinery Hazards: Death, serious injury.	1 X 5	<p>Work equipment must be correctly erected, having regard to the particular working conditions and hazards present in the environment where it is to be used.</p> <p>Equipment must be suitable for the use to which it is</p>	Low

		<p>put and adequately maintained.</p> <p>All users of equipment must be provided with adequate supervision, information and training. This includes written and verbal instructions on the potential risks and precautions when using any equipment.</p> <p>Where there is a specific risk involved, access to and use of the equipment must be restricted to specified, trained people.</p> <p>Correct PPE must be worn, including a safety helmet, eye protection, hearing protection, gloves*, leg* and groin protection, protective boots* and non snag outer clothing.</p> <p>All items marked with *should bear the chainsaw logo.</p> <p>Emergency contingency plans (first aid, emergency numbers, Accident and Emergency number, site location, etc.) must be made in advance.</p> <p>See method statement for further details.</p> <p>All employees and contractors must have received instruction in the safe use and operation of the equipment they are proposing to use.</p> <p>Eye protection must be worn at all times when there is a risk of flying parts, dust or fragments.</p> <p>All power tools and machinery must be regularly inspected and maintained in good condition.</p>	
Overhead power lines: death, serious injury.	1 X 5	<p>The local electricity supply board should be consulted if any work is to take place within 15 metres of overhead lines on steel towers or 9metres of overhead lines on wood, concrete or steel poles.</p> <p>This is necessary in view of the danger of machines or equipment approaching a high voltage cable.</p> <p>Work in the vicinity of overhead cables is carried out in accordance with the Health and Safety Guidance Note GS6.</p>	Low