

RISK ASSESSMENT

Title:	Liners Department			Date of Assessment:	05/11/2018	Risk Assessor:	Ian Warne and Clare Crouch
Reference Number:	RA17	Version Number:	5	People involved in making this assessment:		Ian Warne and Clare Crouch	
Task/Process:	Working in the Liners Department			People at Risk:	Employees, Contractors and Visitors		
Documents Associated with this Risk Assessment:				SSW LIN 01 Welding Machines, SSW LIN 02 Plotter Cutter, RA43 Pulling Material from the Plotter/Cutter, SSW LIN 03 Cutter Plotter Maintenance Checks, FLT02 Pedestrian Safety Around Forklift Trucks, HSF16 Display Screen Assessment Form, RA55 Stress, Mental Health and Wellbeing Risk Assessment, H&S 09 Mental Health and Wellbeing Policy			
Review Date:	07/06/24	Reviewer:	Ian Warne		Next Review Date:	07/06/25	

Hazard: Manual Handling	Risk of musculoskeletal injuries. Risk to Employees.
Control Measures:	
1.	Lifting equipment provided where necessary (LOLER certified)
2.	All employees trained in manual handling (training reviewed)
3.	Two person lift when required
4.	Ensure working zone is clear, tidy and has plenty of light
5.	Instruction, information, training and supervision

Hazard: Slips and Trips	Risk of musculoskeletal injuries. Risk to Employees, contractors and visitors
Control Measures:	
1.	Department to be kept free from trip hazards and regularly checked
2.	Ensure working zone is clear, tidy and has plenty of light
3.	Wear appropriate PPE
4.	Instruction, information, training and supervision

Hazard: High Frequency Welders	Risk of burns, crushes, and interference of pacemaker/heart monitoring devices. Risk to employees, contractors and visitors.
Control Measures:	
1.	High Frequency Welder Tool Box Talk
2.	Only trained, competent and approved employees to use equipment
3.	Follow instructions in SSW LIN 01 Welding Machines

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4.	Ensure the correct equipment for the job is used
5.	Ensure the equipment is serviced and maintained by a competent engineer
6.	Ensure working zone is clear, tidy and has plenty of light
7.	Prevent any person with a pacemaker entering the department
8.	Ensure material is kept clean to prevent flashing out
9.	Instruction, information, training and supervision

Hazard: Plotter/Cutter	Risk of falls, crush, musculoskeletal, hearing impairment and electrocution. Risk to employees.
Control Measures:	
1.	Wear ear defenders when using the plotter/cutter or in the immediate vicinity
2.	Only trained, competent and approved employees to use this equipment
3.	Follow instructions in SSW LIN 02 Plotter Cutter
4.	Refer to RA43 Pulling Material from plotter/cutter
5.	Ensure regular maintenance
6.	Follow instructions in SSW LIN 03 Cutter Plotter Maintenance Checks
7.	Refer to RA54 Using Podium Steps for Carousel Maintenance
8.	Instruction, information, training and supervision

Hazard: Falling Material	Risk of musculoskeletal and crush injuries and death. Risk to employees, contractors and visitors.
Control Measures:	
1.	Ensure working zone is clear, tidy and has plenty of light
2.	Forklifts to only be used by trained, competent and approved employees.
3.	Racking inspected and maintained as appropriate
4.	Wear appropriate PPE
5.	Carousel is inspected, maintained and LOLER checked
6.	Instruction, information, training and supervision

Hazard: Using Compressed Airline	Risk of injury or death if compressed air comes into direct contact with skin, injury from flying debris, inhalation of airborne dust particles. Risk to employees.
Control Measures:	
1.	Only trained, competent and approved employees to use this equipment
2.	Wear suitable PPE

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3.	Equipment examined and serviced by a competent person as appropriate
4.	Visual inspection before use
5.	Not to be used to clean clothing
6.	Instruction, information, training and supervision

Hazard: Electricity	Risk of electric shocks and burns. Risk to employees, contractors and visitors.
Control Measures:	
1.	All sockets have RCD's built in
2.	If required, electrical items PAT tested as appropriate
3.	Fixed wiring inspected every 3 years
4.	Visual inspection before use to ensure all sockets and equipment is safe
5.	Do not overload the socket
6.	Good housekeeping to ensure leads cannot be damaged
7.	All faults to be reported to a supervisor/manager immediately
8.	Instruction, information, training and supervision

Hazard: Forklift Movement	Risk of serious or fatal injuries if struck by a forklift. Risk to employees, contractors and visitors.
Control Measures:	
1.	Forklift maintenance and inspection plan undertaken by competent external contractors
2.	Wear appropriate PPE
3.	Forklifts to only be used by trained, competent and approved employees
4.	Ensure working zone is clear, tidy and has plenty of light
5.	Take into account environmental conditions (e.g. is it icy, wet etc.)
6.	Employees to read and refer to FLT02 Pedestrian Safety Around Forklift Trucks
7.	Instruction, information, training and supervision

Hazard: Display Screen Equipment	Risk of musculoskeletal issues, eye issues and headaches. Risk to employees.
Control Measures:	
1.	Completion of HSF 16 Display Screen Assessment Form appropriate action
2.	All employees to inform supervisor/manager of any issues
3.	Instruction, information, training and supervision

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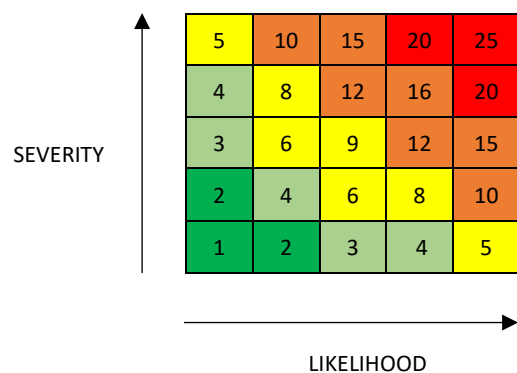
Hazard: Stress		Risk to mental health. Risk to employees.
Control Measures:		
1.	Vary the tasks if possible	
2.	Monitor workload	
3.	Control exposure to stressful situations	
4.	Open door management and HR policy	
5.	Refer to RA55 Stress, Mental Health and Wellbeing Risk Assessment	
6.	Refer to H&S 09 Mental Health and Wellbeing Policy	
7.	Instruction, information, training and supervision.	

I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

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HOW TO CALCULATE A RISK RATING



1-4 =	Low risk
6-9 =	Medium risk
10-25=	High risk

Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	Tolerable Additional controls must be introduced as soon as possible.
5-8	Tolerable Additional controls may be needed
4 or below	Acceptable