

## RISK ASSESSMENT

Title:	Covers Department				Date of Assessment:	23/01/2018	Risk Assessor:	Ian Warne, Clare Crouch	
Reference Number:	RA18		Version Number:	7	People involved in making this assessment:			Ian Warne, Clare Crouch	
Task/Process:	Working in the Covers Department				People at Risk:	Employees, visitors and contractors			
Documents Associated with this Risk Assessment:			RA41 Working In Hot Weather, FLT02 Pedestrian Safety Around Forklift Trucks, HSF16 Display Screen Assessment Form, RA55 Stress, Mental Health and Wellbeing, H&S09 Mental Health and Wellbeing Policy, SSW COV 08 Hot Knife, SSW COV 09 Hand Leister Welder						
Review Date:	05/06/2025		Reviewer:	Dan Sawyer and Rosie McCallough			Next Review Date:	04/06/2025	

<b>Hazard:</b> Manual Handling	Risk of musculoskeletal injuries. Risk to employees.
<b>Control Measures:</b>	
1.	Lifting equipment provided where necessary
2.	All staff trained in manual handling
3.	Two person lift when required
4.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of light and space
5.	Plan the route and brief all involved of the route
6.	Ensure all people involved are physically fit to do the work required
7.	Wear suitable PPE
8.	Instruction, information, training and supervision

<b>Hazard:</b> Slips and trips	Risk of musculoskeletal injuries. Risk to employees and visitors.
<b>Control Measures:</b>	
1.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of light and space
2.	Plan the route and brief all involved of the route
3.	Protective shoes to be worn providing slip protection
4.	Take extra care when working or walking in debris cover area as this is more slippery
5.	Spills in department to be cleaned immediately
6.	Leads to be kept safe and not cause a trip hazard
7.	Instruction, information, training and supervision

## RISK ASSESSMENT

<b>Hazard:</b> Hand Tools	Risk of injuries from incorrect use of tools. Risk to employees.
<b>Control Measures:</b>	
1.	Ensure the correct equipment for the job is used
2.	Visual inspection before use
3.	PPE provided where necessary
4.	Operating and Safety instructions which are routinely reviewed
5.	Only trained, competent and approved employees to use this equipment
6.	Instruction, information, training and supervision

<b>Hazard:</b> Hot Knife	Risk of minor burns. Risk of injury to employees.
<b>Control Measures:</b>	
1.	Safe System of Work
2.	Only trained, competent and approved employees to use this equipment
3.	All hot works to be completed at least 30 minutes before the end of the department shift
4.	Hot works area to be inspected after 30 minutes to ensure safe
5.	Instruction, information, training and supervision

<b>Hazard:</b> Hand Leister Welder	Risk of minor burns. Risk of injury to employees.
<b>Control Measures:</b>	
1.	Safe System of Work
2.	Only trained, competent and approved employees to use this equipment
3.	All hot works to be completed at least 15 minutes before the end of the department shift
4.	Hot works area to be inspected after 15 minutes to ensure safe
5.	Instruction, information, training and supervision

<b>Hazard:</b> High Frequency Welders	Risk of burns, crushes, interference with pacemakers, electrocution and death. Risk to employees and visitors.
<b>Control Measures:</b>	
1.	High Frequency Welder Toolbox Talk
2.	Only trained, competent and approved employees to use equipment as per Safety Operating Procedures
3.	Ensure the equipment is serviced and maintained by a competent engineer
4.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of light and space
5.	Signage to warn visitors before entering the department
6.	Instruction, information, training and supervision

## RISK ASSESSMENT

<b>Hazard:</b> Irritation as a result of handling PVC sealant	Risk of respiratory irritation and breathing difficulties. Risk to employees.
<b>Control Measures:</b>	
1.	Follow instructions on all products
2.	Products to only be used for the task designed for
3.	Use appropriate PPE – mask must be worn
4.	Instruction, information, training and supervision
<b>Hazard:</b> Electricity	Risk of electric shocks, burns and death. Risk to employees.
<b>Control Measures:</b>	
1.	All sockets have RCDs built in
2.	Electrical items regularly PAT tested if required
3.	Fixed wiring inspected every 3 years
4.	Good housekeeping to ensure leads cannot be damaged
5.	All faults to be reported to a supervisor/manager immediately
6.	Personal appliances to be approved before use
7.	Instruction, information, training and supervision
<b>Hazard:</b> Excessive temperature	Risk of dehydration leading to confusion, accidents, fainting and/or death. Risk to employees.
<b>Control Measures:</b>	
1.	Ensure all employees take regular breaks away from heat source
2.	Ensure employees are kept hydrated – regular cold drinks to be available
3.	Rotate heavy tasks between all employees limiting time spent to a minimum
4.	Use of mechanical aids to cool the environment
5.	Alter working hours if applicable
6.	Refer to RA41 Working In Hot Weather
7.	Instruction, information, training and supervision
<b>Hazard:</b> Display Screen Equipment	Risk of musculoskeletal injuries, eye problems and headaches. Risk to employees.
<b>Control Measures:</b>	
1.	DSE Assessment and appropriate action
2.	All employees to inform their supervisor/manager of any issues
3.	Instruction, information, training and supervision

## RISK ASSESSMENT

<b>Hazard:</b> Fire	Risk of serious or fatal injuries from smoke inhalation and/or burns. Risk to employees, visitors and contractors.
<b>Control Measures:</b>	
1.	Fire Safety Risk Assessment completed that is linked to the MAPP and COMAH
2.	Smoke and heat detectors linked to Fire Alarm
3.	Marked Fire Escape routes
4.	Emergency lighting
5.	Trained Fire Wardens
6.	Regular Fire Drills
7.	All hot works to be completed at least 30 minutes (Hot Knife) and 15 minutes (Hand Leister Welder) before the end of the department shift and hot works area to be inspected after 30 minutes to ensure safe
8.	Instruction, information, training and supervision

<b>Hazard:</b> Forklift Trucks	Risk of crush injuries, broken bones, impalement and death. Risk to employees, visitors and contractors
<b>Control Measures:</b>	
1.	Forklifts to stay within marked areas when possible
2.	Pedestrians to stay within marked areas when possible
3.	Where appropriate forklifts are fitted with speed limiters
4.	Only trained, competent and authorised staff to use forklifts
5.	Forklifts are regularly inspected and maintained (LOLER)
6.	Horns and flashing beacons are fitted as standard
7.	Pedestrians to take evasive action when horns sound
8.	Ensure working zone is clear, tidy and has plenty of space and light
9.	Driver to ensure load is secure, not overweight and correctly loaded
10.	Only authorised people allowed in the yard for deliveries/despatch
11.	Refer to FLT02 Pedestrian Safety Around Forklift Trucks
12.	Instruction, information, training and supervision

<b>Hazard:</b> Stress	Risk to mental health. Risk to employees.
<b>Control Measures:</b>	
1.	Vary the tasks if possible
2.	Monitor workload
3.	Control exposure to stressful situations
4.	One to One discussions
5.	Open door management and HR policy



## **RISK ASSESSMENT**

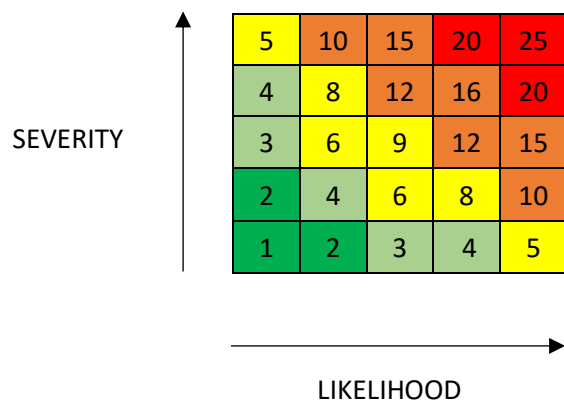
6.	Refer to RA55 Stress, Mental Health and Wellbeing Risk Assessment
7.	Refer to H&S 09 Mental Health and Wellbeing Policy
8.	Instruction, information, training and supervision.

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

Signed: ..... Date: .....

## RISK ASSESSMENT

### HOW TO CALCULATE A RISK RATING



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	<b>Unacceptable</b> Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	<b>Tolerable</b> Additional controls must be introduced as soon as possible.
5-8	<b>Tolerable</b> Additional controls may be needed
4 or below	<b>Acceptable</b>

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