

RISK ASSESSMENT

Title:	Pumps Department				Date of Assessment:	03/01/2018	Risk Assessor:	Ian Warne & Clare Crouch	
Reference Number:	RA32		Version Number:	6	People involved in making this assessment:		Ian Warne and Clare Crouch		
Task/Process:	Working in the Pumps Department				People at Risk:	Employees, visitors and contractors			
Documents Associated with this Risk Assessment:				HSF16 Display Screen Assessment Form, RA55 Stress, Mental Health and Wellbeing, H&S09 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
2.	All staff trained in manual handling
3.	Two person lift if 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

Hazard: Slips and Trips	Risk of musculoskeletal injuries. Risk to employees.
Control Measures:	
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.	Leads to be kept safe and not cause a trip hazard
5.	Spills in department to be cleaned immediately
6.	Instruction, information, training and supervision

Hazard: Hand Tools	Risk of injuries from incorrect use of tools. Risk to employees.
Control Measures:	
1.	Ensure the correct equipment for the job is used

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2.	Visual inspection before use
3.	PPE Provided where necessary
4.	Operating and Safety Instructions which are reviewed routinely
5.	Only trained, competent and approved staff to use equipment
6.	Instruction, information, training and supervision

Hazard: Noise and Vibration | Risk of damage to hearing and permanent damage to hands and arms (HAVS). Risk to employees.

Control Measures:

1.	Low noise and low vibration tooling used where possible
2.	Planned maintenance for tools
3.	Instruction, information, training and supervision

Hazard: Instapak Foam Packaging System | Risk of skin, eye and respiratory irritation. Risk to employees.

Control Measures:

1.	COSHH Assessment completed and regularly reviewed
2.	Asthma sufferers must not change Instapak drums
3.	Operating and Safety Instructions which are reviewed regularly
4.	Appropriate PPE must be used as per Operating and Safety Instructions
5.	No eating permitted in the Pump Department
6.	Only trained, competent and approved staff to use this equipment
7.	Instruction, information, training and supervision

Hazard: Pillar Drill | Risk of hand and eye injuries from rotating parts and ejected material. Risk to employees.

Control Measures:

1.	Machine guards in place and checked monthly
2.	Machine isolated when performing maintenance
3.	Items clamped before drilling
4.	Appropriate PPE must be used
5.	Operating and Safety Instructions which are reviewed routinely
6.	Only trained, competent and approved staff to use this equipment
7.	Instruction, information, training and supervision

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Hazard: Electricity	Risk of electric shocks, burns and death. Electrical faults could lead to fires. Risk to employees.
Control Measures:	
1.	All sockets have RCD's built in
2.	Electrical items regularly PAT tested as 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

Hazard: Fire	Risk of serious or fatal injuries from smoke inhalation, burns or death. Risk to employees, visitors and contractors.
Control Measures:	
1.	Fire Safety Risk Assessment completed that is linked to the MAPP and COMAH
2.	Smoke and heat detectors linked to the Fire Alarm
3.	Marked Fire Escape Routes
4.	Emergency lighting
5.	Trained Fire Wardens
6.	Regular Fire Drills
7.	Instruction, information, training and supervision

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

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.	One to One discussions
5.	Open door management and HR policy
6.	Refer to RA55 Stress, Mental Health and Wellbeing Risk Assessment



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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:

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HOW TO CALCULATE A RISK RATING

SEVERITY ↑

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

→ LIKELIHOOD

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

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