

RISK ASSESSMENT

Title:	Using Podium Steps for Carousel Maintenance			Date of Assessment:	22/05/2019	Risk Assessor:	Ian Warne and Clare Crouch
Reference Number:	RA54	Version Number:	3	People involved in making this assessment:		Ian Warne and Clare Crouch	
Task/Process:	Using podium steps for carousel maintenance			People at Risk:	Employees, visitors and contractors		
Documents Associated with this Risk Assessment:							
Review Date:	07/06/24	Reviewer:	Ian Warne		Next Review Date:	07/06/25	

Hazard: Working at Height	Risk of injury from falls and items falling causing musculoskeletal injuries or death. Risk to employees.
Control Measures:	
1.	Limit use of podium steps to occasional tasks
2.	Step brakes to be applied before stepping on podium
3.	Harness training provided and harness must be worn by person on podium steps
4.	Harness is LOLER checked as required
5.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of light and space
6.	Ensure terrain is suitable
7.	Check area above for hazards before podium steps are used
8.	Area to be clearly quarantined while podium steps are used
9.	Hard hat to worn during use of podium steps
10.	Suitable tool belt to be worn during use of podium steps
11.	Do not overreach
12.	Instruction, information, training and supervision

Hazard: Slips and Trips	Risk of musculoskeletal injuries. Risk to employee, visitors and contractors.
Control Measures:	
1.	Limit use of podium steps to occasional tasks
2.	Step brakes to be applied before stepping on podium
3.	Harness training provided and harness must be worn by person on podium steps
4.	Harness is LOLER checked as required
5.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of light and space
6.	Ensure terrain is suitable and dry

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7.	Check area above for hazards before podium steps are used
8.	Area to be clearly quarantined while podium steps are used
9.	Spills in department to be cleaned immediately
10.	Instruction, information, training and supervision

Hazard: Forklift Trucks	Risk of crush injuries, broken bones, impalement and death. Risk to employees, visitors and contractors.
Control Measures:	
1.	No forklift movement in this area whilst maintenance takes place
2.	Instruction, information, training and supervision

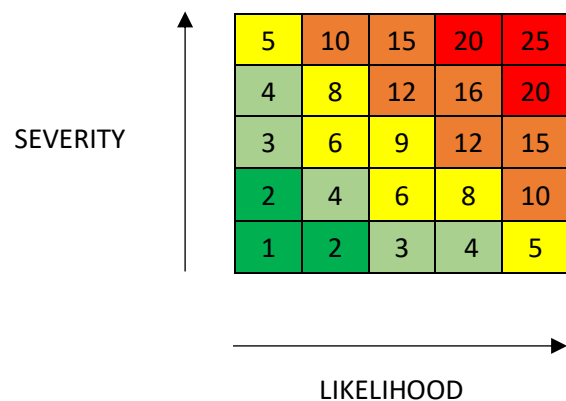
Hazard: Manual Handling	Risk of musculoskeletal injuries from poor manual handling. Risk to employees.
Control Measures:	
1.	Lifting equipment provided where necessary
2.	All employees trained in manual handling (training reviewed)
3.	Two person lift when required
4.	Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light
5.	Plan the route and brief all others prior to work commencing
6.	Ensure all lifters are physically fit to perform the work required
7.	Wear suitable PPE
8.	No overloading or overreaching when working at height – if not possible podium steps to be repositioned or use an alternative method
9.	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



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