

## General risk assessment form

Risk assessments should be reviewed at least annually, or after accidents, near misses and when significant changes in personnel or work practices occur. To assist managers when completing their risk assessments, guidance, information and a number of generic risk assessments and/or checklists are available on the HMRC Intranet under **Health and Safety**.

**Advice on hazards, risks and risk assessment is available from the HMRC H&S Advisers. You can contact them through the HR Service Centre.**

<b>Location</b>		<b>Activity</b>				
<b>Issue</b>						
Number	Hazard	Possible effects/harm	Risk rating H, M, L	Detail existing controls	Detail further action required to reduce risk	Revised risk rating H, M, L
	Something with the potential to harm: hazards listed should be all those present before controls are in place.	Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.	Indicate the rating prior to controls being in place. (See page 7 for guidance on rating the risk.)	Provide details of control measures already in place. If measures are detailed in other documents, state where.	Note the action required, responsible person and target date.	Indicate the rating following implementation of controls.
1	Working plant (fixed or mobile)	Physical harm from moving machinery	H	Any rules put in place by the site operator for visitors. Warning signs etc.	Visiting officers to ensure that they are accompanied at all times while on site and that they adhere to any rules that the site operator has in place.	M
2	Blasting	Physical harm resulting from explosions at quarry sites	M	Warnings (sirens etc) when blasting about to commence	Officers to avoid visiting sites when blasting in progress. Officers should confirm that blasting will not be taking place when inspections are made.	L
3	Overhanging quarry faces.	Physical harm resulting from falling debris.	H	Fences, signs etc	Officers to maintain a safe distance from quarry faces at all times during their visits	L

4	Moving vehicles	Physical harm from being hit by moving vehicles.	M	Approved or designated areas for pedestrians.	High visibility clothing to be provided and worn on all site visits. Officers to adhere to designated pedestrian areas.	M
5	Air borne contaminants	Breathing difficulties resulting from dust inhalation or restricted visibility.  In particular composting operations may release bio aerosols leading to asthma, alveolitis, mucus membrane irritation, gastro intestinal disorders and skin disorders.  Asbestos related disorders	H	Warning signs. Site rules on protective clothing.	Face masks and goggles to be provided and worn when required or necessary. Dust masks should be approved to BS6016  Where possible officers are to remain upwind of dust producing operations. Shredding, turning and screeding operations at composting plants in particular will release dust particles.  Where asbestos contamination has been identified officers should seriously consider the need to enter the contaminated area and err on the side of caution. Additionally officers should consider the standard and type of PPE used by site operatives. If it is apparent that operatives are equipped to a noticeably higher standard to that available to the officer they should withdraw from the environment.	L
6	Noise	Damage to hearing or failure to hear audible warnings of other dangers.	L	Warning signs. Site rules on protective clothing.	Ear defenders to be provided and worn when required or necessary.	L
7	Falling objects	Physical harm from objects falling on head or feet.	H	Warning signs. Site rules on protective clothing.	Hard-hat and suitable footwear to be provided and worn on all site visits.	M
8	Unstable stockpiles	Physical harm caused by moving piles of aggregate etc.	L	Warning signs. Site rules.	Officers to remain within the site's designated areas at all times and to refrain from climbing onto stockpiles.	L
9	Unstable sand pits	Getting stuck in sand.	L	Warning signs. Site rules.	Officers should be accompanied while on site and observe any site rules.	L

10	Remote and/or isolated locations Out of hours visits	Physical harm to officers Violence and threats to Officers Accidents Difficulty in obtaining help when required.	L	Clear and complete electronic diaries with access set up. Contact telephone numbers made available. Mobile phone to be carried at all times	All violent incidents should be reported under the terms of HS – 19 Section 7 Trader folders to be noted with appropriate warnings for future reference	L
11	Fire Alarm/Drill awareness on premises/site.	Injury/death	L	Officers should be aware of fire evacuation procedures/fire alarms/exits etc include note in trader's folder.	Remind staff to check procedures on each visit.	L
12	Lack of facilities on site e.g. no toilet, table/chairs, dirty and/or cold.	Personal distress. Unable to continue visit. Reduced concentration.	L	Records can be uplifted, receipt given and visit continued at office.	Officers to carry document receipt form (VAT 457??).	L
13	Dangerous animals.	Cuts/bruises and infection from bites by animals.	M	Seek to identify potentially aggressive/ savage animals. Consult occupier/owner re animal hazards prior to entry. Mobile phone to summon assistance. Provision of First Aid Kit. Tetanus/Rabies injection as appropriate.	Awareness of what to do if attacked. Update Traders folder after an incident. Report incident to line management/police. Arrangements for aftercare support e.g. counselling. Tetanus injections from officer's GP Officer should ensure that they have access to a first aid kit and feel competent to immediately treat minor cuts or abrasions. Where possible assistance should be sought	L

14	<p>Lack of protective clothing</p> <p>For an officer engaged in the full range of environmental tasks this will be :</p> <ul style="list-style-type: none"> <li>• Hard hat</li> <li>• High vis jacket / bib</li> <li>• Overtrousers</li> <li>• Gloves – thick enough not to be penetrated on falling</li> <li>• Goggles</li> <li>• Ear defenders</li> <li>• Antiseptic handwipes</li> <li>• Disposable gloves</li> <li>• Quarry boots</li> <li>• Wellington boots (steel toe capped)</li> <li>• Kit bags – clean and dirty</li> <li>• Overalls</li> <li>• Fleece</li> <li>• Dust masks</li> </ul>	<p>Not being seen.</p> <p>Personal injury.</p> <p>Chemical contact with eyes resulting in permanent damage.</p>	M	<p>Observe trader's H&amp;S arrangements at all times.</p> <p>Appropriate PPE to be available, worn as required, maintained and properly stored.</p> <p>Individual Officer's awareness of risks.</p>	<p>Officers and managers should ensure that appropriate PPE kit is issued appropriate to the tasks undertaken</p>	L
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15	Gantries working at height.	Slip, fall from height, personal injury to back, head, limbs inc. death.	M	<p>Ensure you have safe access onto and safe egress from the gantry.</p> <p>Carry light tools in a shoulder bag or tool belt so that you have both hands free to hold.</p> <p>Be aware of overhead obstructions/head room restrictions and wear PPE e.g. helmet or if restricted head room a bump cap.</p> <p>Be aware of the surrounding environment and potential exposure to harmful substances e.g. chemicals, gases, proximity to hot pipes, electricity cables.</p> <p>Check condition of gantry e.g. wet/slippery, holes in the floor.</p> <p>Do not overreach.</p>		L
16	<p>Contact/exposure to chemical dust/gases, liquids and solids.</p> <p>Inflammable products.</p>	<p>Inhalation, absorption, ingestion of hazardous substances.</p> <p>Breathing problems/poisoning.</p> <p>Explosion or fire.</p>	L	<p>Discuss COSHH Risk Assessment with trader and comply with advice given. - If in doubt, ask.</p> <p>Avoid exposure/contact where ever possible. Do not go near or touch unknown substances. Get trader to identify them.</p> <p>Use of appropriate PPE kit</p> <p>Limit exposure/contact, take breaks in fresh air.</p> <p>Consider working environment and where possible move activity to a "clean area".</p>	<p>Risk awareness to be heightened.</p> <p>Folders to be noted with particular risks.</p>	L
17	Exposure to infectious diseases emanating from potentially contaminated materials	Infection	H	<p>Hepatitis A and B inoculation. Diphtheria and Polio inoculation following medical advice. Tetanus inoculation must have been had in all instances. This should be kept up to date.</p>	<p>Inoculations should only be taken following individual consultation with officers' own GPs</p>	L

18	Dangerous terrain (other than that specified above) including water	Trips, falls, cuts, puncture injuries, broken bones. Drowning, water borne diseases in particular leptospirosis (Weils disease) – transmitted through the urine of infected rats.	H	General personal awareness – in particular the need to remain alert to the environment at all times.  Officers to refer to HSE issued guidance following exposure to contaminated water.	Officers should ensure that prior to carrying out physical inspections they feel competent so to do.  Officer should ensure that they have access to a first aid kit and feel competent to immediately treat minor cuts or abrasions. Where possible assistance should be sought.	L
19	Incorrectly maintained PPE kit	Poorly maintained kit will adversely affect its efficiency	N/A	Annual review of kit holdings and condition to be carried out by SO.  High visibility clothing should be kept clean by regularly sponging it with warm soapy water. Pay particular attention to the fluorescent strips.  Local arrangements to be put in place for cleaning other equipment / clothing	Under no circumstances are officers to clean items at home using domestic washing machines  Clean and dirty storage areas must be provided to deal with post-visit contaminated kit.  Please refer to the separate PPE Risk Assessment and guidance	N/A
20	Confined spaces, culverts, chambers  (With particular reference to contaminated land applications)	Collapse of unstable environments, suffocation arising from oxygen shortage, harm arising from the build up of noxious gases	M	Officers are to refrain from entering such environments	No circumstances can be envisaged in which entry to such environments can be regarded as necessary. If in any doubt contact must be made with line management before proceeding	L
21	Landfill hazards to new and expectant mothers	See Comments	M	Female officers of childbearing age may wish to examine the information available in respect of potential risks and if appropriate discuss these matters with their line manager.	Additional useful information is at:  <a href="http://www.hse.gov.uk/mothers/mothers.htm">http://www.hse.gov.uk/mothers/mothers.htm</a>	L

## Declaration

Managers should monitor and review the application of the specified controls.

**Prepared by**

**Date**

**Signature (SO or above)**

**Date**

I certify that all controls are in place which reduce risk to as low as is reasonably practicable, all staff have been informed and safe systems of work have been applied.

## Risk rating

This is **your** evaluation of the potential impact and likelihood of harm occurring.

Risk rating	Action required
<p><b>High</b> For example,</p> <ul style="list-style-type: none"><li>fatality possible to one or more individuals however infrequent</li><li>major injury to few individuals occurring frequently</li><li>likelihood of long term muscular-skeletal problems affecting significant numbers of staff.</li></ul>	Immediate action required.
<p><b>Medium</b> For example,</p> <ul style="list-style-type: none"><li>major injury to one/few individuals occurring infrequently</li><li>likelihood of long term muscular-skeletal problems affecting some staff.</li></ul>	Requires attention as soon as possible.
<p><b>Low</b> For example, minor injury occurring infrequently to few staff.</p>	Not a priority, may need attention if not as low as reasonably practicable.