

PLACEMENT RISK ASSESSMENT



This assessment is required under the Management of Health and Safety at Work Regulations 1999 and the Manual Handling Operations Regulations 1992.

This form should be completed in conjunction with the guidance notes contained in HS4.

A. WORKPLACE: Name of company withheld **CLIENT:** XX (Confidential)

B. WORK ACTIVITY: Workshop Assistant

C. TASK DETAILS:

- To assist in maintaining the cleanliness of the workshop.
- Sweeping up shavings, dust and small pieces of UPVC profile and bead.
- Pick up by hand larger waste pieces of profile and dispose of in large container bins.
- Assist another member of staff to empty large container bins.
- Accompany driver to deliver and collect orders.
- Assist driver to lift lengths of profile and frames on and off the van.
- Sand down UPVC frames with compressed air sander.
- Buff and polish frames with compressed air buffer.
- Insert lengths of gasket into frames.
- Wrap frames with film.

D. ASSESSMENT OF RISK (Delete as applicable)

1. To Self Insignificant /~~Low~~ /~~Medium~~ /~~High~~

2. To Others Insignificant /~~Low~~ /~~Medium~~ /~~High~~

ASSESSMENT PREPARED BY: Caroline Gee

POSITION: Placement Officer

SIGNATURE:

DATE: 5 September 2003

WITH:

1. Lee Salad

3. XXXXX

(Director & Health & Safety Officer)

2. Tony Henson

4.

REVIEW DATE: 05.03.04

AGREED:

E. HAZARD IDENTIFICATION:				
General/Client Specific Hazards	Level 1-10 0-1 Insignificant 2-3 Low 4-5 Medium 6-7 High 8+ Very High	Control Measures	Likelihood %	Risk 0-10 [risk multiplied by likelihood]
<p><u>Physical Injury:</u></p> <p><u>Tripping/Falling</u></p> <ul style="list-style-type: none"> • Over lengths of profile. • Over air hose. 	6	<ul style="list-style-type: none"> ➤ Induction training given and recorded. ➤ Keep workshop tidy. ➤ Contribution towards appropriate boots given. ➤ Client trained in workshop hazards by employer. 	10%	0.6
<p><u>Manual Handling:</u></p> <p>Handling profile, frames including glass</p> <ul style="list-style-type: none"> • Physical back injury. • Physical arm and hand injury. • Physical foot injury. • Amputations. • Eye injuries. • Lacerations. 	8	<ul style="list-style-type: none"> ➤ Instructions and training given in lifting loads of all types. ➤ Initial assessment procedures in place to determine method of lifting – self, team, or lifting equipment. ➤ Initial assessment also takes into account protection equipment required. ➤ Client will be supervised when handling anything other than small waste. 	5%	0.4
<p><u>Cuts and grazes from handling profile:</u></p> <ul style="list-style-type: none"> • Cuts to hands from picking up sharp edges of waste profile. • Back strain from bending. • Cuts and grazes from wrapping frames. • Cuts from inserting gasket into profile. 	4	<ul style="list-style-type: none"> ➤ Gloves provided. ➤ Lifting and handling training given and recorded by employer. 	10%	0.4
<p><u>Exposure to Dust:</u></p> <ul style="list-style-type: none"> • Pulmonary disorders from exposure to dust. 	7	<ul style="list-style-type: none"> ➤ Safety mask provided. ➤ Reduce levels of dust in workshop by keeping area swept regularly. 	10%	0.7
<p><u>Exposure to Noise Levels:</u></p> <ul style="list-style-type: none"> • Damage to hearing. 	7	<ul style="list-style-type: none"> ➤ Ear protection provided. 	10%	0.7

General/Client Specific Hazards	Level 1-10 0-1 Insignificant 2-3 Low 4-5 Medium 6-7 High 8+ Very High	Control Measures	Likelihood %	Risk 0-10 [risk multiplied by likelihood]
<p><u>Cleaning Near Machinery:</u></p> <p><u>Tripping/Falling onto Machinery causing:</u></p> <ul style="list-style-type: none"> • Impact injury to arms/upper body. • Impact injury to legs. • Amputation. • Lacerations. • Eye injuries. • Burns. 	10	<ul style="list-style-type: none"> ➤ Induction training given on workshop hazards and training recorded. ➤ Machinery turned off unless being operated by trained member of staff. ➤ Trained member of staff always present in workshop. ➤ All machinery fitted with safety guards. ➤ Workshop floor to be kept tidy and clear of trip hazards. ➤ Client to be aware of danger areas. ➤ Protective equipment provided. 	3%	0.3
<p><u>Impact Injury from Forklift Truck:</u></p> <ul style="list-style-type: none"> • Bruises/fractures. • Crushing. • Death. 	10	<ul style="list-style-type: none"> ➤ Driver awareness. ➤ Safe walking lines marked out for factory workers. ➤ Only operated by trained, permitted person. 	1%	0.1
<p><u>Injuries from Compressed Air Equipment:</u></p> <ul style="list-style-type: none"> • Sander and buffer. • Accidental/deliberate injection of material either through skin or body orifice causing serious injury, death, eye injuries, cuts and grazes. 	10	<ul style="list-style-type: none"> ➤ Procedures in place and training given by employer to maintain and use equipment correctly. ➤ Training for all compressed air equipment. ➤ Tools to be recorded by employer. ➤ Supervision in place to oversee work areas using compressed air tools. ➤ Safety gloves and glasses provided. ➤ Equipment regularly examined by insurance company and factory manager (annually). ➤ Health and Safety Officer on site. 	3%	0.3

General/Client Specific Hazards	Level 1-10 0-1 Insignificant 2-3 Low 4-5 Medium 6-7 High 8+ Very High	Control Measures	Likelihood %	Risk 0-10 [risk multiplied by likelihood]
<p><u>Use of Vacuum Cleaner:</u></p> <ul style="list-style-type: none"> • Electrocution from vacuum cleaner. • Back strain from picking vacuum cleaner up. 	10	<ul style="list-style-type: none"> ➤ Client made aware of hazards by employer. ➤ Annual PAT testing carried out by employer. <p>Manual handling training given by employer.</p>	1%	0.1
<p><u>Client Specific:</u></p> <p><u>Mild Learning Disability</u></p> <ul style="list-style-type: none"> • Possible increased risk due to hazards and risks in workshop and client's level of awareness. <p><u>Epilepsy:</u></p> <ul style="list-style-type: none"> • May cause risk of injury in workplace if seizure occurs. 	4	<ul style="list-style-type: none"> ➤ Full induction and training. ➤ Only asked to perform within capabilities. ➤ Aware of reporting procedures in event of difficulties. ➤ Tony Wharton (Line Manager) and Health and Safety Officer aware of health issues. 	10%	0.4
	10	<ul style="list-style-type: none"> ➤ Epilepsy controlled by medication. ➤ Seizures have been nocturnal. ➤ Health and Safety Officer aware of seizure aftercare. 	1%	0.1
<p>Bury EST have undertaken this Risk Assessment with a view to ensuring that every reasonable step has been made by the employer to guarantee the safety and well-being of the above named client in the workplace, on placement or in paid employment. Bury EST staff will endeavour to support the employer to achieve full legal compliance and optimum safe working conditions in the workplace. However, it is ultimately the responsibility of each employer to ensure that they are in full compliance with all current and relevant Health and Safety legislation.</p>				
<p>F. REMEDIAL ACTIONS:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 				<p>KEY</p> <p>0-1 Insignificant 1-2 Low risk 2-4 Medium risk 4+ High risk: complete HS3©</p>