

Likelihood		Severity	
Extremely unlikely	1	Minor injury (first time visit)	1
Unlikely	2	Moderate injury (lost time accident)	2
Likely	3	Serious injury (RIDDOR reportable)	3
Extremely likely	4	Major injury (RIDDOR reportable)	4
Almost certain	5	Catastrophic injury (fatality)	5

### RISK ASSESSMENT

Plant/Location: Gaydon	Dept/Area: Partnership Centre Building 544	Activity/Process being assessed: Office Work	Assessors: Gill	Date: 03.07.13	Ref:
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Hazard	Persons Affected	Risk	Current Control Measures	Current Risk Rating (L x S = Total)			Revised Control Measures <small>(If PPE is required, record safety person)</small>	Revised Risk Rating (L x S = Total)			Resp.	Date Completed
				L	S	T		L	S	T		
Use of PC	All	WRULD (Workplace Related Upper Limb Disorder). Eye strain	Blinds on windows. Office lighting to a high standard. 5 minute break per working hour at PC.	2	2	4		2	2	4	GH	3/7/2013
Electrical equipment	All	Exposure to electricity/ Fire	No use of power tools or electrical equipment all electrical appliances have been tested	1	4	4		1	4	3	GH	3/7/2013
Trip hazards - carpets, boxes of KNEX, tables, chairs etc	All	Slip/Trip/Fall	Trip hazards monitored and removed	1	3	3		1	3	3	GH	3/7/2013
Storage of materials. Strain from lifting/lowering	All	Fall of materials. Strain from lifting/lowering	No lifting or contact with materials no lifting or lowering of equipment	1	3	3		1	3	3	GH	3/7/2013
Poor lighting	All	Slip/Trip/Fall		1	3	3		1	3	3	GH	3/7/2013
Office amenities area	All	Exposure to electricity. Burns/scold/fire	General Employee awareness. Kitchen area clean and tidy. Hot water supply and microwave at correct level.	1	3	3		1	3	3	GH	3/7/2013
Storage of material	All	Slip/Trip/Fall	No material stored in gangways or areas of risk.	1	3	3		1	3	3	GH	3/7/2013
						0				0		

Persons affected:

OP - operator M - maintenance OE - other employee C - contractor V - visitor T - trainee YP - young person PW - pregnant worker

Date Revised.	Reason for Revision.	Name											
3/7/2013	Create Partnership Centre RA	Gill Holden											