

Date:	11/06/24
--------------	----------

Assessors Name:	Rob Amans	Ref Number:	001	Review Date:	21/07/2025
------------------------	-----------	--------------------	-----	---------------------	------------

Description of Assessment:	General Workplace
-----------------------------------	-------------------

Location Details:	Unit 76 Catley Road, Darnall, Sheffield, S9 5JF
--------------------------	---

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	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost Impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1-4 LOW	5-10 MEDIUM	11-15 HIGH	16-25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the Risk Assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the Risk Assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the Risk Assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Final Risk level S x L = R			
		L	S	R	R R		L	S	R	R R
ACCESS & EGRESS										
Vehicle Access/Egress Death, serious injury or minor injuries due to the vehicles movement or slip, trips and falls	Staff Visitors	3	5	15		Parking areas are clearly identified and marked out. The road surfaces, car park and pavements are in good condition.	2	5	10	
Access/Egress in Premises Death, serious injury or minor injuries	Staff Visitors	3	5	15		All entrances and exits (main and emergency) are kept clear and free from obstruction at all times. Fire exit routes are clearly identified and kept clear. Emergency lighting is provided and maintained in accordance with current legislation. Access is provided and maintained to the fire alarm points and appliances / equipment.	2	5	10	
Maintenance Activities Death, serious injuries	Staff Visitors	2	5	10		Building maintenance activities are carried out by where necessary by independent contractors, a permit system being applied as necessary. Access to the roofs of the buildings is restricted to authorised persons and with suitable fall protection systems and procedures implemented. Access to various plant rooms is restricted to authorised personnel only.	1	4	4	

ELECTRICITY										
Fire or Explosion Death, serious injury or minor injuries	Staff Visitors	3	5	15		The electrical system is installed and maintained in compliance with current safety legislation and applicable standards. The electrical circuits are not overloaded. Only well-maintained machinery and appliances are used that are compatible with the electrical installation. Correctly rated fuses, switches and other accessories only are used. Competent personnel carry out periodic inspections of the electrical installations.	2	5	10	
Electrical Shock Death, serious injury and burns	Staff Visitors	3	5	15		A suitably competent and qualified electrician carries out all electrical repairs. Temporary electrical repairs or connections are not permitted. Defective machinery, appliance or circuits are not used. All electrical defects, shocks or other incidents are reported to a line manager immediately. All electrical equipment is protected / isolated by fuses, RCDs or MCBs. Employees do not interfere/tamper with the electrical equipment.	2	5	10	
Burns Serious personal injuries	Staff Visitors	3	4	12		Sections 1 & 2 above covering Fire/Explosion and Electrical Shock are complied with.	2	4	8	
Unintentional Stopping and Starting of Machinery or Appliances Personal injury or death due to loss of power	Staff Visitors	3	5	15		In the event of power failure, the supply is isolated to the machine or appliance, using a permit to work system as necessary. When power is restored, the supply is only turned on when measures have been taken to ensure that it is safe to do so. Control measures 1 & 2 are only carried out by a suitably qualified person.	2	3	6	
Slips, Trips and Falls Personal injuries due to loss of power	Staff Visitors	3	5	15		An emergency lighting system is installed and maintained in accordance with current standards.	2	2	4	

EMERGENCY PROCEDURES										
General / Fire Death, serious to minor injury, confusion, overcrowding, crushing etc. from inadequate emergency evacuation procedures	Staff Visitors	3	5	15		Emergency evacuation procedures are in place for all persons at the premises. (Employees, visitors & contractors) Staff are trained in emergency evacuation procedures. Designated staff are trained in firefighting techniques where necessary, Company policy is Get Out, Stay Out. Competent, designated employees are appointed to assist in an emergency evacuation (e.g. Fire wardens) All employees are instructed to bring the plant to safety before evacuating (turn machine off), where time and safe evacuation permits. Persons, who leave the work place when the alarm has been raised, suffer no disadvantage for their actions. In emergency, employees do not return to the work station, except in exceptional cases as specified by the Fire Officer or Manager. Arrangements are made for contacting emergency services in case of emergency. Drills are carried out regularly and records are prepared and filed. (Minimum of twice per year) Assembly points are designated, identified and kept clear. Emergency equipment is installed and maintained. (Fire extinguishers, emergency lights, fire alarm etc.)	2	5	10	
Others Including Floods, Train Derailment, Air Crash, Vehicle Impact, Chemical Spillage, etc.	Staff Visitors	2	5	10		The company's emergency procedures cater for Chemical Spillage, Adverse Weather Conditions, Vehicle Impact, etc. as applicable.	1	4	4	

FIRST AID									
First Aid Death, serious injury, ill health from inadequate personnel, facilities provided	Staff Visitors	3	5	15		A number of employees are trained as Occupational first aiders. Refresher training is provided to these Occupational first aiders every three years. First Aid boxes are maintained and are restocked regularly as recommended by the HSE guidelines. Records of first aid measures and treatments are retained for a minimum of 3 years. As necessary a first floor office may be used for the provision of first aid. Employees are aware of the first aiders on site. Special provisions are made available as necessary and maintained. i.e. eyewashes etc. for personnel working with hazardous agents.	2	4	4

HOUSEKEEPING										
Fire & Explosion Death or serious personal injuries	Staff Visitors	3	5	15		Metal bins are provided for combustible waste. Skips, compactors and waste storage areas are located in a safe location and regularly emptied. Where relevant hot work operations are controlled by a Permit to Work System. Compliance with the prohibition of smoking is continuously assessed and enforced. Fire doors and other firefighting equipment are kept free from obstructions. Compactors, plant rooms, battery charging areas etc. are kept clear of combustible materials at all times.	2	5	10	
Slipping / Tripping Potential of serious injuries, including broken bones, back injuries, bruising, strains, sprains and cuts	Staff Visitors	3	4	12		Floors are kept clear of loose objects/machine parts, slippery materials/substances etc. A cleaning system is in place for spillages, leakages etc. Floor mats and work platforms are adequately cleaned and maintained. Safety signs or barriers are used when floors are wet. A safe stacking policy is in place for pallets and storage material. The use of extension leads is eliminated in walkways as far as is reasonably practicable. Tools etc. are replaced to their designated location when not in use. Trailing cables are minimised. Where practicable, cabling is fed overhead.	2	2	4	
Impact - Storage and Pallets Personal injuries due to impact against fixtures striking against objects or slips, trip and fall	Staff Visitors	3	4	12		Good Housekeeping measures are adopted re the storage and location of stock, boxes, containers etc. Floors and walkways are kept clear of all slip/trip hazards likely to lead to impact against structures. Walkways in close proximity with moving equipment & vehicles are clearly identified. Cages, pallet wrapping or similar are used where there is a risk of loose objects falling on people.	2	3	6	
Inadequate Lighting Personal injuries due to impact against fixtures striking against objects or slips, trip & falls	Staff Visitors	2	2	4		Provision is made for cleaning and maintaining windows, light fittings, skylights, doors, etc. Blown bulbs and fluorescent tubes are replaced regularly. Suitable lighting is provided in all working areas – above machines etc.	1	2	2	

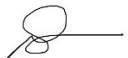
INFORMATION, INSTRUCTION, SUPERVISION & TRAINING										
Safety Information Leading to unsafe working practices, lack of understanding of risks Death or serious personal injuries	Staff Visitors	3	5	15		Employees are made aware of the contents and location of the company's Health & Safety Policy. Employees are made aware of risks to their health and safety. Employees working with chemicals have access to MSDS (material safety data sheets). Relevant training information is issued to employees. Relevant staff are aware of the permits to work for use during high-risk activities. Employees are informed when there are changes in the place of work, systems of work, and or machinery. Employees are aware of the location of other relevant information on Plant & Equipment	2	2	4	
Safety Training Death or serious personal injuries	Staff	3	5	15		Employees are trained in the following matters, as applicable: Emergency and evacuation procedures. Safe machine, plant and equipment operation and maintenance. Correct use and maintenance of PPE. Good housekeeping standards. Induction training is provided to all new employees and is specific to the site's operating and safety requirements.	2	2	4	
Safety Training (continued) Death or serious personal injuries	Staff	3	5	15		On completion of induction, the new employee or contractor acknowledges the safety and health requirements of the site in writing. The supporting documentation is retained with the employee's personal records. Appropriate language arrangements are made for non-English speaking. Managers and supervisors undertake training in safety procedures and practices. - This training clearly outlines their responsibilities. Refresher courses are provided for all managers, supervisors and employees. Refresher courses are operated and where applicable: -	2	2	4	

						Maintain an awareness of safe working procedures. Introduce new procedures. Reinforce statutory obligations.				
Safety Consultation Lack of information, disillusionment, resentment, lack of openness etc.	Staff	2	3	6		HK Interiors has an open-door policy pertaining to all employee Health and Safety concerns / issues. Management take account of representations made by employees on safety matters and take necessary control measures as far as reasonably practicable. Management, in conjunction with Employees, are involved in the process of: Revision of Hazard identification, Risk Assessments and implementation of Control Measures. Reviewing accidents or dangerous occurrences. The engagement of safety and health experts or consultants. The planning and organisation of health and safety training. The purchasing / appointment of new equipment, agents, processes or personnel. The provision and use of protective clothing and equipment.	2	1	2	
Safety Supervision Death or serious/minor personal injuries	Staff Visitors	3	5	15		Adequate and competent supervision is provided to ensure correct use of plant, machinery, equipment and tools. Directors / Senior Employees are aware of and trained in their duties to supervise, reprimand, record and enforce disciplinary procedures as necessary. The Safety Statement and rules are properly enforced. Employees are instructed to report all defects to their relevant supervisor.	2	5	10	

PERSONAL PROTECTIVE EQUIPMENT										
Eyes, Ears, Hand & Arms, Feet & Legs, Lungs, Whole Body Protection Death, serious/minor injuries	Staff Visitors	3	3	9		All PPE (personal protective equipment) used is of a recognised standard i.e. BS, IS, DIN etc. The type of PPE is appropriate to the task. After use PPE is stored in the designated area. Employees are instructed to report any defects with PPE to Managers / Management. All users have been instructed and trained in the use, cleaning and maintenance of PPE. All users have been made aware of the risks the PPE is providing protection against. The company strictly enforces and supervises the use of PPE. The issue of PPE is recorded and signed for – records are maintained on file. Employees are aware of company disciplinary procedures for not wearing PPE. Adequate signage has been erected to show where PPE should be worn.	2	2	4	

Additional comments:

1. The Risk Assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
2. This Risk Assessment must be approved by the nominated person for Health and Safety before being issued as a live document

Assessor Name:	Rob Amans	Signature:		Date:	21/07/2025
Further Information: Reference Documents The Health and Safety at Work 1974 Appendices 1. HK Interiors SSOW suite					