

Specialist Office Services Ltd



Risk Assessment

Work Activity Safety Risk Assessment

Activity/Process Installation storage units.	Date
	MS No.
	Project GENERAL

Identified Hazards	Key Risks	Existing Control Measures/Precautions
a. Heavy / Awkward Furniture b. Working on Truck c. Use of Stanley knife d. General lifting	a. Injury to person or damage to building b. Fall from truck. c. Cuts from loose or discarded blades d. Damage to person / goods / building	a. Ensure two staff move units. Using kinetic lifting. b. Access routes to be adequately protected. c. Wear adequate PPE. d. Safety boots at all times and PPE where necessary.

Residual Risk Assessment					
Key Risks	Accident Probability	Accident Severity	Score	Factor	Further Action Required
			Residual Risk		
Handling Furniture	1	2	3	Low	None
Use of knife	2	2	4	Low	None
Fall from Truck	1	3	4	Low	None

Other Reference Information					
Ref Item	✓ N/A	Ref No	Ref Item	✓ N/A	Ref No
COSHH Assessment	N/A		Noise Assessment	NA	
Manual Handling Assessment	✓		Training Requirements	✓	On Going
PPE Assessment	✓	PPE assess 005	Other Specific Requirements	✓	Uniforms











Assessed By: F Davies	Assessment Reviewed	
Position: Director	Person:	Date:
Date:	Person:	Date:

Accident Probability	X	Accident Severity	=	Residual Risk		
				Score	Factor	Action
Very Likely 4	X	Very Serious 4	=	9 - 16	High	Unacceptable Risk. Re-assess to eliminate/ reduce risk to Low/Med Factor
Reasonably Likely 3		Reasonably Serious 3		6 - 8	Med	Consider further precautions to reduce risk to Low Factor. Proceed with extra care if unable to reduce to Low Factor
Reasonably Unlikely 2		Reasonably Moderate 2				
Very Unlikely 1		Very Minor 1		1 - 5	Low	No further action required

Personal Protective Equipment Risk Assessment Record

PPE 001

Project: GENERAL	Company: SOS Ltd	Date:
Activity: Furniture Installation	Location: All Clients addresses and own Warehouse	
PPE Risk Assessment as per site rules or as assessed by SOS Ltd Staff.		
Nature of possible Risk(s)	POSSIBILITY	PPE REQD
A Falls of Materials	YES	1,4,5
B Striking Against	YES	1,4,5
C Flying Particles	YES	2
D Molten Liquid	NO	
E Hazardous Liquids	NO	
F Hazardous Fumes/Dust	NO	
G Working at Height	YES	
H Moving Vehicles/Plant	YES	4,10
I Noise	NO	
J Working over/adjacent to water	NO	
K		
L		

PPE Requirements										
										
Head	Eye	Hearing	Foot	Hand/Arm	Body	Resp.	Fall Restraint	Life Jacket (buoyancy aid)	High Visibility Vest	
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	
✓	✓		✓	✓					✓	
Make/Type/Model of PPE										
HAT: EN397 FOOT: Steel Toecap GLASSES: EN166B HI-VIS: N471 GLOVES: 4343										

Length of Exposure to Risk: As long as the work takes	
Other Control Measures Implemented: segregation from other trades.	
PPE Inspection/Maintenance Arrangements: Checked at regular intervals by operatives and supervisory control checks.	
Training/Instruction Required in Safe Use of PPE	
Verbal Instruction	✓
Tool Box Talk	✓
Written Instruction	
Specialist Training	
Issued by: F Davies	Received by:
Designation: Director	Designation:
Date: Job Date	Date: