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|  | **Work at Height Risk Assessment Record** |  |

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| **Operations/Work Activities covered by this assessment:**  | work at height risk assessment |
| **Site Address/Location:**  | <Insert location> | **Department/Service/Team:** | <Insert name of school/academy> |
| **Assessment Date:** | Click or tap to enter a date. | **Lead Assessor:** | <Insert name of assessor> |
| **Authorised By:** | <Insert name of authoriser> |
| **Who Might Be Affected** | Employee[ ]  | Contractor[ ]  | Visitor[ ]  | Pupil[ ]  | Client[ ]  | Member of Public/Third Party[ ]  |
| **Note:** A person specific assessment must be carried out for young persons, pregnant employees, and nursing employees |

| Hazards Considered | How might they be Harmed | Current Control/Mitigation Measures: | Risk Rating  | Action Required/ Action No. |
| --- | --- | --- | --- | --- |
| Likelihood | Severity  | Risk Rating |
| Risk of harm from falls from height. | Physical injury from falling from height. Injuries may include cuts, bruising, factures. Injuries may be fatal. | Avoid work at height where it is reasonably practicable to do so.Prioritise control measures which offer collective protection over personal protection. Collective protective is equipment that does not require the person working at height to act to be effective e.g. permanent / temporary guardrails. Personal protection is equipment which requires the individual to act to be effective e.g. putting on a safety harness correctly and connecting it.Do as much work as possible from the ground.Do not overload or overreach when working at height.Equipment is suitable, stable and of sufficient strength for the task.Equipment is secured to prevent it slipping outwards at the bottom or sideways at the top.Do not rest ladders against weak surfaces e.g. glazing or guttering.Suitable personal protective equipment (PPE) is provided and worn e.g. suitable footwear, hard hats etc.Further guidance is available from the HSE at:* [Working at height: A brief guide (hse.gov.uk)](https://www.hse.gov.uk/pubns/indg401.pdf)
* [LA455 Safe use of ladders and stepladders: A brief guide](https://ladderassociation.org.uk/wp-content/uploads/2021/07/LA455-Safe-Use-of-Ladders-and-Stepladders-A-brief-guide.pdf)
* [Step-by-step guide to control risk of work at height - HSE](https://www.hse.gov.uk/work-at-height/step-by-step-guide.htm)
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| Risk of harm from falling objects from height. | Physical injury from objects falling from height. Injuries may include cuts, bruising, factures. Injuries may be fatal. | When working at height ensure tools are secure to prevent falling.Task conducted at quieter times of the day e.g. before / after school to avoid contact with pupils / employees.Area to be cordoned off to prevent access to any drop zones.If access required beneath work at height activities hard hats must be worn.When working on scaffolding install toe boards to prevent tools / items being kicked off. |  |  |  |  |
| Inappropriate or unsuitable work at height equipment. | Physical injury from contact with unsuitable or incorrect use of equipment. Physical injury from falling from height or falling objects. Injuries may include cuts, bruising, factures. Injuries may be fatal. | When selecting suitable work at height equipment the following will be considered:* Distance to be climbed
* Duration and frequency of use
* Distance and consequences of a potential fall
* Evacuation and rescue
* Installation and removal
* Working conditions e.g. fragile surfaces, environmental factors

All work at height tasks will be planned and risk assessed.Equipment can be easily accessed.Do not use chairs and other furniture to work at height.No makeshift ladders will be used. |  |  |  |  |
| Inadequate maintenance of work at height equipment.  | Physical injury from contact with unsuitable, damaged, poorly maintained, or incorrect use of equipment. Physical injury from falling from height due to equipment failure or poorly maintained equipment. Injuries may include cuts, bruising, factures. Injuries may be fatal. | A visual inspection of equipment is completed before use.A formal record of routine inspections is completed, and a record maintained.Where equipment is found to be faulty or damaged it will be removed from use immediately and decommissioned. |  |  |  |  |
| Unauthorised use of work at height equipment. | Physical injury or ill-health from inappropriate behaviour, lack of experience and knowledge of hazards / risk. Physical injury from falling from height or falling objects. Injuries may include cuts, bruising, factures. Injuries may be fatal. | Arrangements in place to prevent the unauthorised use of equipment e.g. securely stored.Store materials and objects safely so they won’t cause injury if they were disturbed or collapse.Employees have received information, instruction, and training for work at height activities prior to accessing equipment. |  |  |  |  |
| Inadequate information, instruction, and training for those involved within work at height activities. | Physical injury or ill-health from inappropriate behaviour, lack of experience and knowledge of hazards / risk. | Any persons undertaking low-risk, short duration tasks (less than 30 mins) must receive information and instruction on how to use the equipment safely.Any persons undertaking work at height as a key part of their role must complete formal work at height training e.g. Site Manager.Activity is supervised and advice sought from a competent person to ensure the task can be completed safely.When specialist equipment is used the appropriate training must be provided e.g. PASMA for use and erection of tower scaffolds. |  |  |  |  |
| Inappropriate manual handling techniques when moving work at height equipment, tools or as part of the task. | Physical injuries and ill-health from using incorrect lifting techniques and attempting to lift heavy / cumbersome items. Injuries may include sprains, back pain, fractures, and musculoskeletal disorders.  | Employees have received information, instruction, and training for manual handling activities.Shared lifting practices to be adopted where appropriate.Large / heavy items to be assessed before handling.Lifting and handling aids to be provided where necessary.Formal assessments of manual handling activities to be conducted for routine activities where there is a significant risk from manual handling.Break down large loads where possible.Minimise distance from storage of equipment to point of use.Assess the items needed whilst working at height. |  |  |  |  |
| Unsuitable, poorly maintained and / or hazardous working environment. | Ill-health, stress, or physical injury due to hazards present within an unsuitable working environment. Hazards within the work environment may increase the risk of falls or falling objects from height. Injuries may include cuts, bruising, factures. Injuries may be fatal. | Monitor weather and avoid working at height during hazardous working conditions. Take specific care to consider the risks from wind, rain, and lightning.Assess the ground surface. Take care to ensure ground is level, in good condition, firm and free from contaminants.Ensure suitable lighting in the area.Maintain good housekeeping to minimise the risk of slips, trips, and falls.Consider additional hazards within the work environment, people, equipment, hazardous substances other tasks.Identify location of overhead power lines, avoid working underneath and ensure work is planned and risk assessed. Additional guidance is available at:[Overhead power lines - Electrical safety at work (hse.gov.uk)](https://www.hse.gov.uk/electricity/information/overhead.htm). |  |  |  |  |
| Individual at increased risk of harm whilst lone working and working at height. | Physical injury from falling from height or falling objects. Injuries may include cuts, bruising, factures. Injuries may be fatal. Unable to seek assistance in the event of an emergency therefore increasing severity of injuries. Increased risk of injury due to lack of support. | Lone workers must avoid working at height.Provide supervision and support from others.Inform others of task, location and duration and implement methods of effective communication.Where lone working cannot be avoided a specific lone working / work at height risk assessment will be completed and additional control measures implemented. |  |  |  |  |
| Insufficient / unsuitable plans and poor management of emergency situations. | Physical injury, ill-health with potentially fatal consequences if involved in an emergency. | Emergency situations and escape plan in place for those working at height. Individuals aware of action to take if alarm sounds during a work at height activity.Arrangements for making contact between those working at height and site to inform of emergency situations. Consider additional supervision. School emergency / critical incident plan is in place which covers a variety of situations.School emergency / critical incident plan is communicated to interested parties and tested with employees / pupils where appropriate.Appointed and trained first aiders within the department.Employees aware off emergency procedures and action to be taken whilst waiting for the first aider and method of contacting first aiders and emergency services. Notices displayed identifying contact details of first aiders.First aid kits are kept fully stocked and a checked regularly by a responsible person.Procedures are in place to report accidents, incidents and near misses. |  |  |  |  |
| **Roofs & Fragile Surfaces** |
| Individual at increased risk of harm whilst working on roofs and with fragile surfaces. | Physical injury from falling from height or falling objects. Injuries may include cuts, bruising, factures. Injuries may be fatal. Risk of physical injury to others working within the vicinity (e.g. underneath work area). Risk of property damage. | Avoid working on roofs and contact with fragile surfaces wherever possible.Consider alternative working methods to minimise contact e.g. working from ground level or using access equipment i.e. Mobile Elevating Work Platform (MEWP) or scaffold.All roofs, once fixed, should be treated as fragile until a competent person has confirmed that they are non-fragile.Measures are in place to prevent individuals falling through fragile surfaces e.g. suitable barriers.Consider risks inside the premises from falling objects or people and where necessary implement additional controls e.g. cordon of area, prohibit use of room underneath work area.Further guidance is available at:* [Construction - Fragile surfaces industry health & safety (hse.gov.uk)](https://www.hse.gov.uk/construction/safetytopics/fragile.htm)
* [Construction - Roof work industry health & safety (hse.gov.uk)](https://www.hse.gov.uk/construction/safetytopics/roofwork.htm)
* [Health and Safety in Roof Work hsg33.pdf (hse.gov.uk)](https://www.hse.gov.uk/pubns/priced/hsg33.pdf)
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| Inadequate / insufficient communication and information, instruction, and training for those involved within work at height activities. | Physical injury or ill-health from inappropriate behaviour, lack of experience and knowledge of hazards / risk. Physical injury from falling from height or falling objects. Injuries may include cuts, bruising, factures. Injuries may be fatal. Risk of property damage. | Individuals working on roofs or fragile surfaces must be competent and have received suitable and sufficient information, instruction, and training. Communicate the risk of fragile surfaces to interested persons.Include the location and risk of fragile surfaces within the contractor induction process. Maintain a record of this communication.Obtain site specific risk assessments / method statements which detail how the risks from fragile surfaces will be managed.Inform individuals on site that work is taking place on the roof.Display signage to highlight risk areas. |  |  |  |  |
| Inadequate / inappropriate access and planning of tasks when working on roofs and with fragile surfaces. | Physical injury from falling from height or falling objects. Injuries may include cuts, bruising, factures. Injuries may be fatal. Risk of property damage. | Safe roof access must be carefully planned, particularly where work progresses along the roof.Consider safe method of roof access e.g. general access scaffold, stair towers, fixed or mobile scaffold towers, mobile access equipment, ladders, and roof access hatches.Sloping roofs require scaffolding to prevent people or materials falling. Edge protection must be fitted to the eaves of any roof. Properly secured ladders (for access) and roof ladders can be used for short duration tasks (measured in minutes).Flat roofs require edge protection e.g. a secure double guardrail and toeboard around the edge.Fragile rooflights must be protected either by using barriers pr covers that are secured and labelled with a warning.Identify location of overhead power lines, avoid working underneath and ensure work is planned and risk assessed. Additional guidance is available at:[Overhead power lines - Electrical safety at work (hse.gov.uk)](https://www.hse.gov.uk/electricity/information/overhead.htm).Monitor weather and avoid working at height during hazardous working conditions. Take specific care to consider the risks from wind, rain, and lightning.Suitable personal protective equipment (PPE) is provided e.g. footwear, hard hat etc. |  |  |  |  |
| **Tower Scaffolds** |
| Inappropriate or incorrect erection and dismantling of tower scaffolds. | Physical injury from inappropriate or incorrect erection or dismantling of tower scaffolds. Physical injury from falling from height, falling objects, equipment failure. Injuries may include cuts, bruising, factures. Injuries may be fatal. | Manufacturer, supplier, or hirer has a duty to provide an instruction manual which outlines the erection sequence, including any bracing requirements and the height to which the tower can be erected safety.Instruction manual available to the individual(s) erecting the tower and individual(s) supervising the work.Towers to be erected following a safe method of work using either the advance guard rail system or ‘through-the-trap’ (3T).Advance guard rail system: temporary guard rail units are locked in place from the level below and moved up to the platform level. They are in place before the operator accesses the platform to fit the permanent guard rails.‘Through-the-trap” (3T): involves the operator taking up a working position in the trap door of the platform, from where they can add or remove the components which act as the guard rials on the level above the platform. It is designed to ensure that the operator does not stand on an unguarded platform.Suitable personal protective equipment (PPE) is provided e.g. footwear, hard hat etc.Further guidance is available at:* [Construction - Scaffold tower - Scaffolding industry health & safety (hse.gov.uk)](https://www.hse.gov.uk/construction/safetytopics/scaffold.htm)
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| Unstable platform causing risk of fall from height, falling objects, or collapse of tower scaffold. | Physical injury from falling from height, falling objects, equipment failure. Injuries may include cuts, bruising, factures. Injuries may be fatal. | Never use a tower scaffold:* In strong winds
* As a support for ladders, trestles, or other access equipment
* With broken or missing parts
* With incompatible components.

Tower scaffold to be erected on firm, level ground with the locked castors or base plates properly supported.Do not use bricks or building blocks to take the weight of any part of the tower.Stabilisers or outriggers installed when required by the instruction manual.Tower scaffold is never erected to a height above that recommended by the manufacturer. |  |  |  |  |
| Inadequate maintenance of work at height equipment.  | Physical injury from contact with unsuitable, damaged, poorly maintained, or incorrect use of equipment. Physical injury from falling from height due to equipment failure or poorly maintained equipment. Injuries may include cuts, bruising, factures. Injuries may be fatal. | Tower scaffold must comply with the standard required for all types of scaffolds, e.g. double guardrails, toe boards, bracing and access ladder.When the tower scaffold is purchased or hired it should arrive with all the necessary components to prevent falls and ensure stability.Towers scaffolds rely on all parts being in place to ensure adequate strength. Risk of collapse if sections are left out.All tower scaffolds must be inspected following assembly and then at suitable regular intervals by a competent person.If the tower scaffold is used for construction work and a person could fall 2 metres or more from the working platform, then it must be inspected following assembly and then every 7 days.If an inspection highlights defects work must be stopped and issues rectified prior to work recommencing.A record of all inspections must be maintained. |  |  |  |  |
| Inappropriate manual handling techniques, movement, or siting of tower scaffold.  | Physical injury from falling from height, falling objects, equipment failure, contact with electricity Injuries may include cuts, bruising, factures, and electrocution. Injuries may be fatal.Physical injuries and ill-health from using incorrect lifting techniques and attempting to lift heavy / cumbersome items. Injuries may include sprains, back pain, fractures, and musculoskeletal disorders. | Employees have received information, instruction, and training for manual handling activities.Shared lifting practices to be adopted where appropriate.When moving a tower scaffold, always:* Reduce the height to a maximum of 4 metres
* Check that there are no powerlines or other obstructions overhead
* Check that the ground is firm, level, and free from potholes
* Push or pull using manual effort from the base only

Identify location of overhead power lines, avoid working underneath and ensure work is planned and risk assessed. Additional guidance is available at:[Overhead power lines - Electrical safety at work (hse.gov.uk)](https://www.hse.gov.uk/electricity/information/overhead.htm).Never move a tower scaffold while people or materials are on the tower or in windy conditions. |  |  |  |  |
| **Mobile Elevating Work Platforms (MEWPs)** |
| Inadequate information, instruction, and training for individuals operating MEWPs. | Physical injury or ill-health from inappropriate behaviour, lack of experience and knowledge of hazards / risk. Risk of property damage. | MEWP operators to attend a recognised operator training course and received a certificate card or ‘licence’, listing the categories of MEWP the bearer is trained to operate.The expiry date of the training licence of card must be checked.In addition to formal training for the type of MEWP, operators should have familiarisation training on the controls and operation for the specific make and model of MEWP they are using.Security and storage arrangements in place to prevent unauthorised use / access to equipment. Keys removed from MEWP when not in use.Further guidance is available at:* [Selection and management of mobile elevating work platform in construction GEIS6 (hse.gov.uk)](https://www.hse.gov.uk/pubns/geis6.pdf)
* [Construction - Mobile elevating work platforms health & safety (hse.gov.uk)](https://www.hse.gov.uk/construction/safetytopics/mewp.htm)
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| Inadequate maintenance, inspection, and examination of MEWPs.  | Physical injury from contact with unsuitable, damaged, poorly maintained, or incorrect use of equipment. Physical injury from falling from height due to equipment failure or poorly maintained equipment. Injuries may include cuts, bruising, factures. Injuries may be fatal. | A programme of daily visual checks, regular inspections, and servicing schedules to be established in accordance with the manufacturer’s instructions and the risks associated with each MEWP.Operators encouraged to report defects or problems. Reported problems resolved quickly and MEWP taken out of service if the item is safety critical.The MEWP to be thoroughly examined at least every six months by a competent person or in accordance with an examination scheme drawn up by such a competent person. |  |  |  |  |
| Risk of harm from entrapment whilst operating a MEWP.  | Physical injury from entrapment whilst operating the MEWP. Injuries may include cuts, bruising, factures. Injuries may be fatal. Risk of property damage. | Risk of operator becoming trapped between part of the basket and a fixed structure e.g. when manoeuvring in confined overhead areas of steelwork. Operators may become trapped against the platform controls, and if this happens, they may not be able to stop the machine running.Operators to be briefed on the risk and dangers of becoming trapped.A safe system of work to be produced and communicated / discussed / consultation with operators.Wherever possible select a MEWP which has been designed to prevent accidental contact with controls e.g. shrouded / protected controls.Keep the working platform tidy to reduce the risk of the operator tripping or losing balance while in the basket.Operators encouraged to report defects or problems. Reported problems resolved quickly and MEWP taken out of service if the item is safety critical.The MEWP to be thoroughly examined at least every six months by a competent person or in accordance with an examination scheme drawn up by such a competent person. |  |  |  |  |
| Risk of harm from MEWP overturning. | Physical injury from operator or bystanders if MEWP overturns. Injuries may include cuts, bruising, factures. Injuries may be fatal. Risk of property damage. | MEWP to be used on firm and level ground. Localised ground features e.g. trenches, manholes and uncompacted backfill can lead to overturning.Outriggers must be extended and chocked before raising the platform. Spreader plates may be necessary (review manufacturer’s instructions).High winds can tilt platforms and make them unstable. A maximum safe wind speed for operation must be identified and adhered to. Storms and snowfall can damage platforms. Inspect the platform before use after severe weather. |  |  |  |  |
| Risk of harm from falling objects or falls from height whilst operating a MEWP. | Physical injury from objects or people falling from height. Injuries may include cuts, bruising, factures. Injuries may be fatal. Risk of property damage. | The work platform to be fitted with effective guard rails and toe boards.If there is a risk of people falling from the platform a harness with a short work restraint lanyard must be secured to a suitable manufacturer provided anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier.Barrier off the area around the platform so that falling tools or objects do not strike people below.If used to install materials check the weight and dimensions of materials and consider any manual handling and load distribution issues. You may need additional lifting equipment to transport materials to the work position.Suitable personal protective equipment (PPE) is provided e.g. footwear, hard hat etc. |  |  |  |  |
| Risk of harm from collision with other vehicles or stationary objects whilst operating a MEWP. | Physical injury from impact, collision, or entrapment with overhead power lines, pedestrians, moving or stationary objects. Injuries may include cuts, bruising, factures, and electrocution. Injuries may be fatal. Risk of property damage. | Ensure traffic management plan is in place and risk assessed to prevent contact with traffic and pedestrians. Cordon off working area.Do not operate a MEWP close to overhead power lines or other dangerous machinery or allow any part of the arm to protrude into a traffic route.Identify location of overhead power lines, avoid working underneath and ensure work is planned and risk assessed. Additional guidance is available at:[Overhead power lines - Electrical safety at work (hse.gov.uk)](https://www.hse.gov.uk/electricity/information/overhead.htm). |  |  |  |  |
| **Personal Fall-Protection Systems**  |
| Risk of harm from use of fall-protection systems. | Physical injury from falling from height due to equipment failure or poorly maintained equipment. Injuries may include cuts, bruising, factures. Injuries may be fatal. | A specific risk assessment must be completed for any personal fall-protection systems.Collective protection measures must be considered as a priority before adopting any personal fall-protection systems. Personal fall-protection systems can offer a false sense of security and stringent control measures and safe systems of work must be implemented.There are several elements to a personal fall-protection system. This typically includes an anchor point, a connecting element (adjustable / fixed lanyard) and a full body harness.All elements of the personal fall-protection system must be compatible with each other.Consider the size, mass and number of users when selecting the appropriate fall-protection system.Elements of the fall-protection system must be tested and conform to the requirements of relevant British/European standards and carry a CE mark.Determine the suitability of the anchor device and supporting structure to ensure it withstands the imposed loads and particularly any fall-arrest loads without the risk of failure.When using horizontal anchor lines, limit the number of workers to that prescribed by the manufacturer, and to obtain performance calculations of end forces before use.Emergency situations and escape plan in place for those working at height. Individuals aware of action to take if alarm sounds during a work at height activity.Further guidance is available from page 78 at: [Health and Safety in Roof Work hsg33.pdf (hse.gov.uk)](https://www.hse.gov.uk/pubns/priced/hsg33.pdf) |  |  |  |  |
| Inadequate information, instruction, and training for individuals using or supervising fall-protection systems. | Physical injury or ill-health from inappropriate behaviour, lack of experience and knowledge of hazards / risk. | Users of personal fall-protection systems must have suitable and sufficient information, instruction, and training. Training must include:* Selection of correct product(s) for task / work situation
* Wear a harness and adjust it to the body
* Use and adjust a lanyard and other equipment
* Self-rescue or assist others after a fall
* Inspect equipment and recognise significant defects
* Assemble any system(s) correctly
* Recognise the system and attach it safely to approved anchor points.

Regular assessments, monitoring, supervision, and refresher training to ensure competence.Users of personal fall-protection systems must be supervised and not utilised whilst lone working. |  |  |  |  |
| Inadequate inspection and maintenance of fall-protection systems. | Physical injury from contact with unsuitable, damaged, poorly maintained, or incorrect use of equipment. Physical injury from falling from height due to equipment failure or poorly maintained equipment. Injuries may include cuts, bruising, factures. Injuries may be fatal. | All elements of a personal fall-protection system to be subject to an inspection regime that includes pre-use checks and periodic detailed examinations. It may also require additional interim inspection.Equipment be kept clean and dry and stored properly. Any wet equipment must be dried thoroughly before stored. Do not alter or repair equipment unless this has been authorised by the manufacturer.Before each use a competent person (ideally the user) must visually inspect the equipment and check it by hand, in accordance with the manufacturers’ instructions. If any defects are found do not use the equipment. The checks must include any tensioned safety lines.Periodic detailed examinations must be carried out by a competent person in accordance with the manufacturer’s instructions. A record of the examination must be retained. The recommended minimum frequencies for such examinations are as follows:* Do not use equipment made from webbing, rope, or textiles unless it has been examined in detail at least once in the preceding 6 months because of its susceptibility to wear, damage and degradation.
* Do not use other parts, including anchors / anchor systems, unless they have been examined in detail at least once in the preceding 12 months.

Interim detailed examinations may be required in addition to pre-use checks and 6 or 12 monthly detailed examinations. This is determined because of a specific risk assessment where a risk of significant deterioration is identified e.g. exposure to paints or chemicals. A record of the examination must be retained.If a personal fall-protection system arrests a fall or has been subject to other high-impact loads, do not use any of the elements in the system until they have undergone a detailed examination or been replaced in accordance with the manufacturer’s instructions.The manufacturer may supply certain items of fall-protection equipment for rescue purposes in sealed transparent packaging. If the seal is not broken, these items do not require interim inspections. However, after a specified period (often 3 years), these must be returned to the manufacturer for inspection and resealing. |  |  |  |  |
| Additional Notes |
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| Control Improvements/Developments |
| Action No. | Recommended additional control measures | Responsibility | Target Date | Date Completed |
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| Signature of Assessor:  | Date: |
| Signature of Person Authorising: | Date: |

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| Potential Severity of Harm | Major | **Medium** | **High** | **High** |
| Minor | **Low** | **Medium** | **High** |
| Negligible | **Low** | **Low** | **Medium** |
|  | Rare | Possible | Almost Certain |
| Likelihood of Harm Occurring |

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| **Definitions** |
| High | Take appropriate action within agreed period |
| Medium  | Monitor & Review Situation |
| Low  | No Action Required |

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| Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident |
| Review Date | Comments/Amendments | Reviewed By | Signature |  | Review Date | Comments/Amendments | Reviewed By | Signature |
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| The following table should be used for all staff to sign and date to confirm that the risk assessment has been read. |

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