



COMPANY NAME

HEALTH & SAFETY RISK ASSESSMENT

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Produced for

By Gauntlet Health and Safety,
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GAUNTLET
HEALTH & SAFETY

Risk Assessment Details

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Assessment Date	30th October 2015

Risk Assessments Contents

	Page
Disclaimer	1
Property & Business Description	2
Survey Photographs	3
Risk Assessment Summary	4
Risk Assessment Format	5 – 7
Risk Assessments Action Summary	8 - 9
Risk Assessments	

Disclaimer

This Risk Assessment is based on information gathered during the site visit from observations made, documents reviewed and from conversations with people on site. The assessment only covers the areas of the property and/ or activities as detailed within the report. The client is advised that there may be activities of the client's business that have not been covered by this assessment and may require assessing separately.

The responsibility for making a suitable and sufficient risk assessment lies ultimately with the Employer. As such, the client is advised to read the report in detail and advise Gauntlet Health & Safety of any errors or omissions in the assessment.

The Risk Assessment report has been produced in good faith by a consultant familiar with the risk assessment process and competent to assess the risk associated with the client's business activities when working in conjunction with the client's employees and other competent people as necessary. However, there is no guarantee that inspectors with statutory powers will not find other non-compliant issues.

Although Gauntlet Health & Safety's consultants are competent to undertake the assessment, the Acts, the Regulations and the Approved Codes of Practice can only be authoritatively interpreted by the courts of law.

Property & Business Description

Gauntlet Enterprise operates a two- storey workshop and large office space facility where they produce bespoke health and safety solutions. The site is situated on a small scale industrial area in what used to be a quarry, many years ago. The facility was built 15 years ago with Gauntlet occupying their unit since 2014. The facility is constructed from a corrugated steel roof, with brick walls and concrete floors. The facility consists of workshop 1 & 2, canteen, works office, print room, store room, general office, reception and toilets.

There are car parking spaces available at the front and rear of the building.

There are three fire exit routes from workshop 1, these routes are also suitably located to be accessed from both the mezzanine floors. The first is located at in the reception corridor next to the toilets and general office. This leads out to the side of the building and the fire assembly point can be seen to your left. The second exit is the main staff entrance directly off the work shop floor to the centre right wall. This exit leads directly outside and again the fire assembly point is to your left hand side on the far wall. The third exit is to the centre left of the workshop, this leads through to workshop 2 where there are three possible escape routes, detailed below.

There are three fire exit routes from workshop 2; the first is at the far right of the workshop next to the roller shutter door, which leads directly outside the workshop. The second is to the far left of the workshop through the canteen unit to a push bar exit, this leads outside to the rear of the unit. The third exit is at the near left of the workshop which leads outside onto the car park.

There is a large service area and storage area to the rear of workshop 2. Large goods vehicles deliver products in to the service area where the goods are unloaded by forklift truck for storage within the storage room. Goods are also loaded from the storage and service area into delivery vans, also using the forklift truck.

As of late 2014 the layout of the machinery in workshop 1 & 2 was altered to better suit the productive flow of work and to relocate the staff canteen onto the mezzanine level.

Survey Photographs



Suitable first aid facilities are provided



Machine guarding **MUST** be used



Pot holes in the delivery area must be repaired



Sufficient safety devices are in place for high risk machines

Risk Assessment Summary

Gauntlet Health & Safety was instructed to carry out a General Health & Safety Risk Assessment of Gauntlets activities at their site in Leeds. This assessment was to be suitable and sufficient and to satisfy the requirements of the Management of Health & Safety at Work Regulations 1999 regulation 3.

This risk assessment was to assess how risks are controlled through preventative and protective measures. It is not intended to be a defect spotting exercise and examples of defects identified are cited as examples of bad practice and not as a comprehensive list of features requiring attention. Where an issue requiring attention is raised, the client should review all areas of the property where the issue raised may be relevant.

The consultant visited the site on the 30th October 2015 and met with Joe Bloggs, Works Manager, whom Health and Safety arrangements at the premises were discussed. Joe accompanied the consultant on a tour of the building.

Improvements are continually being made with regards to health and safety management at the site. There are now good systems in place for ensuring that health and safety record keeping practises are in place and completed on a regular basis. The Gauntlet Protect Management system has aided with this. Training records have improved with the introduction of tool box talks and employee handbook. Specific training records are updated and reviewed for all workplace machinery and workplace activities. The company have recently started to take apprentices on board to aid with the workload within the workshop. Risk assessments, induction records and continual training is all documented for these vulnerable workers and there have been no reported concerns with their safety or working procedures.

At the time of the consultant's visit some machinery was being used without the protective guarding's in place. The risk assessments have been reviewed for 2016 so employees should re-read the machinery risk assessments and safe systems of work so they understand how and why to employ the guarding, furthermore the correct use of machines should be enforced.

There has been one accident at the site in 2014, involving the workshop employee who fell onto a bed of nails. Serious injury was avoided; however housekeeping in the area must be maintained to a high standard and the accident also highlighted the need to possibly increase on site storage facilities.

Risk Assessment Format

Guidance Notes

The format used for the Risk Assessment is taken from BS 18004:2008 “Guide to Achieving Effective Occupational Health and Safety Performance”. This format assesses risk based on factors of likelihood and severity to produce a risk level. Actions and timescales are then provided for each risk level as shown in the tables below.

Trivial risks are not recorded within this report as only significant findings need to be recorded.

Risk Level Estimator

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk
<i>Tolerable means that risk has been reduced to the lowest level that is reasonably practicable</i>			

Risk Based Action Plan

Risk Level	Action and Timescale
Trivial	No Action is required and no documentary records need to be kept
Tolerable	No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
Moderate	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
Substantial	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Intolerable	Work should not be <i>started or continued</i> until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.
<i>Tolerable means that risk has been reduced to the lowest level that is reasonably practicable</i>	

Risk Assessment Reviews

This risk assessment should be seen as a “living document” and should be updated as workplace arrangements and the necessary control measures change. The risk assessment should be reviewed if:-

- a) There is reason to suspect that it is no longer valid; or
- b) There has been a significant change in the matters to which it relates.

Further Actions

Where risks are identified as not being tolerable, further actions are recommended and guidance to achieve health & safety improvements is provided. The facility to record the allocation of a responsible person to ensure the improvements are implemented, a target completion date and a final completion date is provided against each non- tolerable risk.

The employer should complete the “Person responsible for action” and the “Target date” boxes as soon as practicable after the risk assessment is completed. The “Completion date” box should be completed and signed when all actions have been implemented. The risk should be reassessed to ensure the corrective actions have reduced the risk rating to “tolerable” and not introduced new risks in to the workplace, and the new risk rating recorded.

The implementation of corrective actions should be carefully planned to ensure full implementation. A system such as the Defect Reporting policy & arrangement in the Gauntlet Health & Safety management system could be used to record and track corrective action implementation.

It is good practice to retain evidence of the actions taken, such as training records or examination certificates. This may assist an employer in defending any future criminal or civil liability claims.

Records

Where an employer employs five or more employees he shall keep records of the significant findings of the risk assessments. The significant findings should be made known to interested parties such as employees, neighbouring employers, visitors, contractors etc.

Risk Assessments Action Summary

RISK ASSESSMENT	ACTIONS REQUIRED	RISK LEVEL	TARGET DATE	DATE COMPLETED	SIGNED
Car Park	As previously highlighted - The road that surrounds the building is in need for some improvements with regards to the condition of the road surface and pot holes. There are some large pot holes forming which should be filled in to prevent any foreseeable accidents with people walking or operating the FLT / vehicles within the area. Arrangements should be implemented to routinely maintain road surfaces.	Moderate			
Manual Handling	On going - Implement safe systems of work regarding hazardous manual handling operations. It was previously discussed that a booklet can be created which can then be used as a training aid for employees.	Moderate			
Pedestrian Routes	In general the walkways are free from obstructions and hazards. A drain cover should be placed over the drain outside the rear fire exit of workshop 1 and the drain at the rear exit from workshop 2 should be unblocked to remove the standing water and leaves. Ensure pedestrian routes are kept free from obstructions or trip/ slip/ fall hazards.	Moderate			
PPE	At the time of the consultant's visit some employees were not wearing their hearing protections whilst carrying out noisy tasks or whilst working near noisy areas. Ensure that the wearing of PPE is enforced.	Substantial			

<p>Shelving and Racking</p>	<p>An accident which occurred in 2014 highlights that there is storage issues in the delivery/storage area. Employees sometimes climb over equipment in order to reach the parts they may require. Although staff are told not to do this and that they should move equipment out of the way first, considerations should be given to providing additional storage space for rarely used part. Ensure areas in front of the shelving/ racking are kept clear</p>	<p>Moderate</p>			
<p>Vehicle Areas</p>	<p>The road that surrounds the building is in need for some improvements with regards to the condition of the road surface and pot holes. There are some large pot holes forming which should be filled in to prevent any foreseeable accidents with people walking or operating the FLT / vehicles within the area. Arrangements should be implemented to routinely maintain road surfaces.</p>	<p>Moderate</p>			
<p>Workplace Machinery</p>	<p>At the time of the consultant's visit the guard on AV105 Operating Router had been taped open and the blade guard on the mitre saw was not pulled down fully to cover blade whilst in use. Ensure that dangerous parts of machinery are suitably guarded and ensure employee re-read and understand the machinery risk assessments.</p>	<p>Intolerable</p>			

Risk Assessments Topic Contents

Risks assessed by:	Gary Skews
Date of risk assessments:	30 th October 2015
Recommended risk assessment review date:	30 th October 2016

Asbestos
At- Work Road Safety
Car Park
Control of Contractors
Dangerous Substances
Display Screen Equipment
Electrical Equipment
Fuel Storage
Hazardous Substances
Health & Safety Management
Lifting Equipment
Lone Workers
Manual Handling
Noisy Environments
Pedestrian Routes
Personal Injury
Personal Protective Equipment

Pressure Vessel
Shelving & Racking
Vehicle Areas
Water Supply
Welfare Facilities
Work at Height
Workplace Machinery
Workplace Vehicles
Workplace Stress
Workshop