

General Risk Assessment

Risk Assessment No: FSUKRA116 (Office - General)

76 Gournay Road, Hailsham, East Sussex. BN27 3GF Tel 01323 325272 Mobile: 07534 909036



Location	Offices (general)	Date	01/09/21										
Department	Fire Safe (UK) Ltd office areas												
Assessor's Name(s)	Brian Peck	Appointed Person's Name(s)	Brian Peck										
Task Description	To evaluate the risk evolved in operatives working within the factory and office areas of Fire Safe (UK) Ltd's operations at 76 Gournay Road, Hailsham, East Sussex. BN27 3GF												
Persons Affected													
Operatives	✓	Members of the Public		Site Visitors	✓	Young Persons		Managers	✓	Other workers		Others	

Potential severity of harm (H) V Likelihood (L) of harm occurring

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	1 Trivial	2 Tolerable	3 Moderate
Unlikely	2 Tolerable	4 Moderate	6 Substantial
Likely	3 Moderate	6 Substantial	9 Intolerable

1) Hazard Information 2) 1st Hazard rating 3) 1st Likelihood of harm occurring 4) Control Measure 5) 2nd Hazard rating 6) 2nd Likelihood of harm occurring

1. Hazard Information	2. H	3. L	4. Control Measure(s) Introduced	5. H	6. L
OFFICE					
Leaving filing cabinet drawers open - can lead to operatives banging into them. Overloading of filing cabinets could lead to top heavy cabinets tipping over.	3	6	All staff has been told the risks that may occur if draws are left open when not in use and the proper placement of files within the cabinets themselves.	2	2
Trailing cables used in offices and factory may lead to slips, trips and falls.	4	4	All cables currently used in office are out of the vicinity of walking areas e.g. behind desks, copier etc... Leads covered AFARP in factory and also cordless tools used.	4	2
Chemical substances and highly flammable liquids etc... may cause personal injury or fire	6	3	All Chemicals and flammable liquids are locked in appropriate COSHH cabinets. The use of these items is monitored by management during the fabrication process. Staff are instructed in the proper usage and risks pertaining to handling substances hazardous to their health annually.	1	2

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Excessive waste left in factory could lead to fires.	9	6	All waste stored in large wheeled skips. There are no hot works currently carried out in factory that represents a high risk re-waste and ignition source. Skips are monitored throughout the day by works manager and stores person.	1	2
Risk of slips, trips and falls caused by badly maintained floors, etc... This could also occur from spilled liquids and result in an array of injuries from sprains/strains and/or broken bones depending on the dynamics involved in the fall.	4	6	Floors maintained and in good condition. Stairs to factory office fitted with a handrail and also stairs to storage area. Spill kit in factory. Periodical Safety Sampling is to take place within the building and outside areas by the EHS Manager to ensure that typical risks of this nature are controlled.	2	1
FIRST AID					
A large incident causing several injuries taking place could be aggravated due to the lack of basic equipment being available for all those that may require first aid treatment.	9	4	The size of the workplace(s) and number of employees is to be reviewed periodically as part of Fire Safe (UK) Ltd <i>General Risk Assessment</i> . This is to be carried out by the EHS Manager and reviewed by the Appointed person within the company. This information will indicate the appropriate requirements and deployment of First Aid equipment and training required.	3	1
Failure to promote the correct training (<i>initial and/or refresher</i>) for First Aiders could result in the wrong treatment being given or none at all, which could potentially become fatal for any casualty directly after an incident has taken place.	9	6	FSC1 is to provide training & re-qualifying training for all their first aiders in line with the guidance from the Health & safety Executive.	1	2
Failure to see or identify the First Aid equipment that has been deployed within the factory could lead to the postponement of delivering crucial treatment to a casualty and therefore worsening any situation	6	4	Fire Safe (UK) Ltd has adhered to their responsibility to ensure that all staff members are aware of how and where to get first aid treatment within the factory and office areas. This has been achieved by deploying large First Aid Posts that are visually noticeable and hold all the required equipment within this location(s).	2	1

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Site staff may injure themselves on a project that fails to have any qualified first aid personal on site. The lack of first aid treatment and appropriate emergency management could cause life threatening injuries to the casualty(s)	9	6	All FSC1 site staff will consist of a Site Supervisor (qualified to SSSTS standard) and a certified Emergency First Aid individual. Each company van will be issued a HSE approved first aid kit.	2	2
First aid equipment may be found to be missing items, which would complicate a situation involving a casualty(s) during any emergency	9	6	All first aid equipment that has been deployed for use by staff members will be checked periodically by a competent person on a monthly basis to ensure that any item that are missing and/or damaged are replaced	1	2
Failure to appoint more than one individual within the factory and office areas could lead to a situation arising whereby no competent persons are available to attend a casualty due to a) them being absent from work or b) them being the casualty. This could lead to severe time delays occurring in the implementation of basic first aid being given	6	4	FSC1 will continue to manage their duties regarding all H&S matters with a view to go beyond the legal requirement. In this case, the training of multiple individuals within the office and factory areas of work in first aid will be completed. These individuals will be on hand to assist the appointed first aider and/or provide cover when this individual is not present.	1	1
Failure to have a full first aid kit at hand during an evacuation from the office and factory areas could lead to a situation whereby injured staff members will not be able to receive the appropriate level of emergency first aid when they congregate at the assembly point.	4	6	It will become Fire Safe (UK) Ltd policy that the appointed person for first aid will first retrieve the first aid box prior to evacuating the building during any incident.	1	2
Fabrication works within the factory area involves a risk of flying objects coming in contact with the	9	4	All fabrication equipment is to be risk assessed and the control measures implemented to avoid this taking place. Fire Safe (UK) Ltd will provide sterile water	4	2

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eye(s). This could lead to serious eye injuries occurring			in order to treat incidences of this nature as part of a package of control measures (including providing PPE, signage, training & information etc) in this case.		