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RISK ASSESSMENTS

These Risk Assessments were carried out with the assistance



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Assessors Signature  D. Bedford

Document Page 2

Risk Assessment Index

No.	Material / Process / Operation	No.	Material / Process / Operation
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ADMINISTRATION and SALES AREAS			
2-01	Fire Risk Assessments Offices	2-02	Administrative / Office Working
2-03	Workstation and Visual Display Screen Usage	2-04	Manual Handling - Offices
2-05	Driving – Working – Driving (Total Hours)	2-06	Lone Working
2-07	Assembly / Removal of Exhibition Displays	2-08	

Assessors Signature  D. Bedford

Document Page

4

Assessors Signature  D. Bedford

Document Page 5

Configuration Page

Page	Item No.	Configuration Date
1	Cover Sheet	January 05, 2009
2-3	Index	January 05, 2009
4	Configuration Sheet	January 05, 2009
5	Notes	January 05, 2009
6	Risk Rating Scales	January 05, 2009
7	1	January 05, 2009
8	2	January 05, 2009
9	3	January 05, 2009
10	3	January 05, 2009
11	4	January 05, 2009
12	5	January 05, 2009
13	6	January 05, 2009
14	7	January 05, 2009
15	8	January 05, 2009
16	9	January 05, 2009
17	10	January 05, 2009
18	11	January 05, 2009
19	12	January 05, 2009
20	13	January 05, 2009
21	14	January 05, 2009
22	15	January 05, 2009
23	16	January 05, 2009
24	17	January 05, 2009
25	18	January 05, 2009
26	19	January 05, 2009
27	20	January 05, 2009
28	Office Index	January 05, 2009

Page	Item No.	Configuration Date
29	21	January 05, 2009
30	22	January 05, 2009
31	23	January 05, 2009
32	24	January 05, 2009
33	25	January 05, 2009
34	26	January 05, 2009
35	27	January 05, 2009
36	28	January 05, 2009
37	29	January 05, 2009

Definitions

Hazard	The potential to cause harm
Likelihood	The odds for or against it happening
Risk Rating	The likelihood the hazard will cause harm
P.A.T.	Portable Appliance Testing
Maintenance	Servicing / Upkeep of the Machine or Plant

RISK ASSESSMENT RECORD**Notes:**

1. Electrical Safety:
 - All portable office equipment is P.A.T. tested every two years.
 - Higher voltage equipment with an earth has electrical supplies which incorporate back-up protection that will automatically disconnects the supply in the event of a fault, earth monitoring.
2. PPE is provided against Risk Assessments.
3. All WINDECO Ltd. employees and their sub-contractors will attend the Health & Safety Induction as soon as practical before stating work within the area of land owned by the company.
4. These Risk Assessments are inclusive of 'As Low As Reasonably Practicable' (ALARP) principles. Some of the actions rely on the duty of care and compliance with Health & Safety Regulations by the Platform owners and employees.

Risk Assessment Documentation
Risk Rating Scales – Diagram

Likelihood	Severity				
	Fatal Injury	Disabling Injury	Lost Time Injury	Loss Production, Damage, Minor Injury	Negligible Harm
Almost Certain	25	20	15	10	5
Very Likely	20	16	12	8	4
Likely	15	12	9	6	3
Unlikely	10	8	6	4	2
Negligible	5	4	3	2	1

Risk Rating

HIGH RISK	MEDIUM RISK	LOW RISK
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Risk Evaluation

Low Risk Areas:	Can be considered Trivial Risk Area with No Action Required.
Medium Risk Areas:	Efforts should be made to reduce the risk, assessing the cost of prevention against the likelihood of the event.
High Risk Areas:	You must consider suspending the operation until adequate controls are introduced.

Document Page

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

FORK LIFT TRUCK OPERATIONS

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible



No.	Material / Process Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-01	Movement of goods. Loading / unloading of lorries Use of FLT	Speed (Loss of Control)	Operator / Banksman	Only Trained competent persons are authorised to drive forklift trucks.	5 x 2 = 10	Check the work area prior to start. Cordon off Movement Area	5 x 1 = 5
		Overloading (Crushing)	Any persons in close proximity to the forklift and its traffic route.	Operator to recalculate lifting capacity of FLT when using a lifting boom or lifting in front of load centre.	5 x 2 = 10	Follow the written safe system of work	5 x 1 = 5
		Toppling (Crushing)			5 x 2 = 10	Follow the written safe system of work	5 x 1 = 5
		High Centre of Gravity			5 x 2 = 10	Follow the written safe system of work	5 x 1 = 5
		Falling Pallets/Load (Crushing of people)		Load checked for correct centre of gravity.	3 x 2 = 6	Follow the written safe system of work	3 x 1 = 3
		Traps and Nips		Slings checked for fitness for use and correct lifting capacity for the load	5 x 2 = 10	Follow the written safe system of work	5 x 1 = 5
		Trailer / Lorry Bed not level		Daily pr-use check of FLT & Scheduled Maintenance.	5 x 2 = 10	Follow the written safe system of work	5 x 1 = 5
		Vehicles parked too close					

Assessors Signature  D. BedfordDocument Page

10

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury
 4 Disabling Injury
 3 Lost Time Injury
 2 Lost Production/Damage/Minor Injury
 1 Negligible Harm

Likelihood

5 Almost Certain
 4 Very Likely
 3 Likely
 2 Unlikely
 1 Negligible

**WORKING FROM A
 MAN-CAGE ON FLT**



No.	Material / Process Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-02	Working at Height	Falls	Any persons Working at Height	Fall arrest safety harness Wear Hard Hats FLT Driver trained and Authorised	5 x 2 = 10	Check the work area prior to start. Cordon of Movement Area Follow the written safe system of work	5 x 1 = 5
		Crushing		Training	5 x 2 = 10	Follow the written safe system of work	5 x 1 = 5
		Hit by falling object	Any persons under the work area	Check and control of people from working near the cordoned area	5 x 2 = 10	Follow the written safe system of work	5 x 1 = 5
		Confined Area		Training	5 x 2 = 10	Follow the written safe system of work	5 x 1 = 5

Assessors Signature  D. Bedford**Document Page**

11

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible

LADDERS & STEP LADDERS



No.	Material / Process Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-03	The use of Ladders And Step Ladders	Toppling / Falls	Any persons placing or using a Ladder.	Wear Hard Hats	5 x 1 = 5	Check the work area prior to start Remove trip and slip hazards Follow Manual Handling Training	5 x 1 = 5
		Hit by falling object		Only employees deemed competent by the company are authorised to use Step Ladders	5 x 1 = 5	Do not attempt to lift anything that might cause you harm. Check that no one will be working above you.	4 x 1 = 4 5 x 1 = 5
		Nips & traps	Any persons in close proximity to the Step Ladder.	Step Ladders are to be used <u>only</u> in accordance with the <u>manufactures/ hirers written instructions and safety notes/rules.</u> Ensure placed on firm level surface.	3 x 2 = 6	Follow Manual Handling Training Pre-check of the area the task is to be carried out. <i>Ladders to be under secure control when not in use</i>	3 x 1 = 3 3 x 1 = 3

Assessors Signature  D. BedfordDocument Page

12

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury
 4 Disabling Injury
 3 Lost Time Injury
 2 Lost Production/Damage/Minor Injury
 1 Negligible Harm

Likelihood

5 Almost Certain
 4 Very Likely
 3 Likely
 2 Unlikely
 1 Negligible

LONE WORKING



No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-04	Lone Working	Electricity Chemicals Falls Trips Traps & Nips Crushing Fumes	Lone Worker	Lone working within the Factory is not allowed by the company	5 x 3 = 15	Compliance with the Safe System of Work for Lone Worker	5 x 1 = 5

Assessors Signature  D. BedfordDocument Page

13

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

MANUAL HANDLING

2 Lost Production/Damage/Minor Injury

2 Unlikely

Factory Tasks

1 Negligible Harm

1 Negligible



No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-05	Manual Handling	Acute injury to back, muscles or joints from poor lifting technique	Persons lifting load	Manual handling training	4 x 2 = 8	Check the work area prior to start Remove trip and slip hazards Follow Manual Handling Training	4 x 1 = 4
		Cumulative strain to back, muscles or joints from repetitive lifting using poor lifting technique		Manual handling training	4 x 2 = 8	Do not attempt to lift anything that might cause you harm.	4 x 1 = 4
		Injury to hands or arms from rough or sharp edges on load		Appropriate PPE	3 x 2 = 6	Follow Manual Handling Training	3 x 1 = 3
		Slips and trips when carrying load		Training, Clean Floor Policy	4 x 2 = 8	Pre-check of the area the task is to be carried out.	4 x 1 = 4

Assessors Signature  D. BedfordDocument Page

14

WINDECO Ltd.

Risk Assessment Record

Page 1 of 2

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

Factory

4 Disabling Injury

4 Very Likely

FIRE RISK ASSESSMENT

3 Lost Time Injury

3 Likely

Fire Precautions (Workplace)

2 Lost Production/Damage/Minor Injury

2 Unlikely

Regulations 1997

1 Negligible Harm

1 Negligible



No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-06	Sources of Ignition	Heaters, Boilers, , Smoking materials, Heat from Process or Electrical apparatus (FIRE)	All	Maintenance of all electrical equipment and heating systems.	5 x 2 = 10	Follow the manufacturers guide for routine preventive maintenance	5 x 1 = 5
	Combustible Materials	Paper etc. (FIRE)		Visual check before last person leaves the building	5 x 2 = 10	Ensure waste bins are emptied at the end of each day and waste put in external bins	2 x 2 = 4
	Heating Oil	Heating Oil (FIRE)		Heating grade oil fired boilers	5 x 1 = 5	Report the smell of oil immediately, isolate. Ventilate the building.	2 x 2 = 4
	Structural Features	Ground Floor (Smoke & Fire)		Three fire exits from this floor	5 x 2 = 10	Keep exit routes clear and identified	5 x 1 = 5
	Maintenance and Refurbishment	Contractors; roofing, electrical etc. (Smoke & Fire)		All contractors sign to comply with company Health & Safety	5 x 1 = 5	Health & Safety Induction for the Building	5 x 1 = 5
				Fire Safety Training	5 x 2 = 10	Fire Practice at least once per year and recorded	2 x 2 = 4

Assessors Signature  D. BedfordDocument Page

15

WINDECO Ltd.

Stage / Process:

Hazard Rating**Risk Assessment Record**

Page 2 of 2

FIRE RISK ASSESSMENT**Fire precautions (Workplace)****Regulations 1997**

5 Fatal Injury

4 Disabling Injury

3 Lost Time Injury

2 Lost Production/Damage/Minor Injury

1 Negligible Harm

Likelihood

5 Almost Certain

4 Very Likely

3 Likely

2 Unlikely

1 Negligible



No.	Control Measures
1-06	Fire Detection and Warning - There is an electrical fire warning system with remote manually activating panels fitted. It is maintained and tested in line with the regulations. First Aid Fire Appliances - Fire fighting appliances are situated throughout the offices / corridors. They are of sufficient numbers and type for use on the types of fire that could start in an office complex. Means of Escape in case of fire - People are able to turn away from, or pass a fire, to escape from this building. The offices are to be protected by self-closing fire doors. Escape Routes - The escape routes lead in different directions to places of safety. People can reach the open air without re-entering parts of the workplace involved in fire, and are then able to move well away from the building. Lighting - The escape routes are adequately lit to facilitate the evacuation of the building. Signs - The appropriate number of signs to mark exit routes and exits from the building are in place. Planning for an Emergency and Training Staff - There is a written and displayed emergency evacuation procedure. The companies' employees receive training and instruction on how to re-act in the event of a fire. There are 2 Office, 4 Store Rooms and 2 Workshops

Assessors Signature  D. Bedford**Document Page**

16

WINDECO Ltd.**Risk Assessment Record**

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

MOBILE LOCKING STEPS

Store Racking Area

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible



No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-07	Accessing Storage Racking to Remove or Place Profiles into Stock	Slips	Employee or any others nearby	Housekeeping	4 x 2 = 8	Removal of waste packing materials to bins	4 x 1 = 4
		Trips		Housekeeping	4 x 2 = 8	Removal of waste packing materials to bins	4 x 1 = 4
		Traps		Check of the work area before commencing the task	4 x 2 = 8	Removal of waste packing materials to bins	4 x 1 = 4
		Falls		Check of mobile steps and ability to lock down	5 x 3 = 15	Routine maintenance	5 x 1 = 5
		Hit by Falling Objects		Check of the work area before commencing the task. Check profiles securely stacked on racking No one working above you or in close proximity	5 x 3 = 15	Safe System of work	5 x 1 = 5
		Impact from FLT Movement		Cordon off work area	5 x 2 = 10	Secure keys to FLT's in the Office during this task.	5 x 1 = 5

Assessors Signature  D. Bedford**Document Page**

17

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

HAND PAINTING &
AEROSOL SPRAYING

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible



No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-08	Hand Painting Hand Spraying of Profiles	Inhalation of Chemicals	Employee carrying out the task	This area has Local Exhaust Ventilation (LEV) Face mask worn when hand spraying	5 x 2 = 10	Consider using a breathing airline fed facemask. 14 Month checks on LEV systems	3 x 1 = 3
		Absorption of Chemicals through the skin or open wound	Any one who enters the area while spraying is in progress	PPE as per safe system of work i.e. Gloves, Overalls, Goggles or Face Visor. Open wounds must be covered	5 x 2 = 10	Follow the written safe system of working	3 x 1 = 3
		Ingestion of Chemicals		Hygiene, Breathing mask	5 x 2 = 10	Follow the written safe system of working	3 x 1 = 3
		Entry of Chemicals into the Eyes.		Face Visor or Goggles	5 x 2 = 10	Follow the written safe system of working	3 x 1 = 3

Assessors Signature  D. BedfordDocument Page

18

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury
 4 Disabling Injury
 3 Lost Time Injury
 2 Lost Production/Damage/Minor Injury
 1 Negligible Harm

Likelihood

5 Almost Certain
 4 Very Likely
 3 Likely
 2 Unlikely
 1 Negligible

PACKING



No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-09	Packing for dispatch	Acute injury to back, muscles or joints from poor lifting technique	Persons carrying out the task	Manual handling training	4 x 2 = 8	Check the work area prior to start Remove trip and slip hazards Follow Manual Handling Training	4 x 1 = 4
		Cumulative strain to back, muscles or joints from poor wrapping technique		Manual handling training	4 x 2 = 8	Do not attempt to lift anything that might cause you harm.	4 x 1 = 4
		Injury to hands or arms from rough or sharp edges on load		Appropriate PPE On the Job Training	3 x 2 = 6	Follow the written safe system of working	3 x 1 = 3
		Injection of Air into body from pneumatic stapler or staples into persons		Training, Supervision	4 x 2 = 8	Follow the written safe system of working	4 x 1 = 4

Assessors Signature  D. BedfordDocument Page

19

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible

ELECTRICALLY POWERED
MOBILE HAND DRILL

No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-10	Drilling Ferrous and Non-ferrous materials.	Electricity	Operator and when used, assistant.	Pre-use Safety checks.	5 x 2 = 10	Planned Maintenance	5 x 1 = 5
		Entanglement of gloves, clothing, hair and bandages.		Training	4 x 2 = 8	Follow written safe system of work	2 x 2 = 4
		Violent spinning of the workpiece.		Clamped into place before drilling	4 x 2 = 8	Planned Maintenance	2 x 2 = 4
		Eye injuries from flying swarf or broken drills.		Safety glasses or goggles.	2 x 3 = 6	Follow written safe system of work	2 x 1 = 2
		Lifting, carrying and manoeuvring and supporting the work.		Manual handling training.	4 x 2 = 8	Follow written safe system of work	4 x 1 = 4
		Dropping the workpiece.		Safety footwear.	2 x 2 = 4	Follow written safe system of work	2 x 1 = 2
		Note: All work carried out in accordance with the written schedule provided by the manufacturer					

Assessors Signature  D. BedfordDocument Page

20

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible

PALLET TRUCK
(Hand Jack Trolley)

No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-11	PALLET TRUCK	Manual Handling	Operator and any persons Working nearby	Training	4 x 2 = 8	Follow the Written Safe System Work	2 x 2 = 4
		Traps		Training and Maintenance	4 x 2 = 8		2 x 2 = 4
		Impact		Training and Maintenance	3 x 2 = 6		1 x 2 = 2
		Pressure		Training and Maintenance	2 x 1 = 2		2 x 1 = 2
		Stored Energy		Training and Maintenance	4 x 1 = 4		2 x 2 = 4
		Stability		Training and Maintenance	4 x 2 = 8		2 x 2 = 4
		Overloading		Training and Maintenance	4 x 2 = 8		2 x 2 = 4
		Access		Training and Maintenance Signs	4 x 2 = 8		2 x 2 = 4
		Obstruction		Training and Maintenance	4 x 2 = 8		2 x 2 = 4
		Note: All work carried out in accordance with the written schedule provided by the manufacturer					

Assessors Signature  D. BedfordDocument Page

21

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible

USE OF
HAND TOOLS

No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-12	Use of Hand-Tools Saw Hammers Chisels Screwdrivers Nails Pliers Wire Cutters Screwdriver Saw Cutting with Hand Shears	Impact Impact Slipping Dropping & Slipping Splinters Impact Trap Puncture Trap Contact	Operator and any persons Working in close proximity	Training & Experience	3 x 2 = 6 3 x 2 = 6 3 x 2 = 6 3 x 2 = 6 3 x 2 = 6 2 x 2 = 4 2 x 2 = 4 3 x 2 = 6 2 x 2 = 4	Check your hand-tools are in A good condition prior to Transiting to the platform.	3 x 2 = 6 3 x 2 = 6 3 x 2 = 6 3 x 2 = 6 3 x 2 = 6 2 x 2 = 4 2 x 2 = 4 3 x 2 = 6 2 x 2 = 4

Assessors Signature  D. BedfordDocument Page

22

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

PILLAR DRILL

4 Disabling Injury

4 Very Likely

Pilot Drill & Countersinks

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible



No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-13	Drilling Ferrous and Non-ferrous materials.	Electricity	Operator and when used, assistant	Pre-use Safety checks.	5 x 2 = 10	Planned Maintenance	5 x 1 = 5
		Entanglement of gloves, clothing, hair and bandages.		Training	4 x 2 = 8	Follow written safe system of work	2 x 2 = 4
		Violent spinning of the workpiece.		Clamped into place before drilling	4 x 2 = 8	Planned Maintenance	2 x 2 = 4
		Eye injuries from flying swarf or broken drills.		Safety glasses or goggles.	2 x 3 = 6	Follow written safe system of work	2 x 1 = 2
		Lifting, carrying and manoeuvring and supporting the work.		Manual handling training.	4 x 2 = 8	Follow written safe system of work	4 x 1 = 4
		Dropping the workpiece.		Safety footwear.	2 x 2 = 4	Follow written safe system of work	2 x 1 = 2
		Note: All work carried out in accordance with the written schedule provided by the manufacturer					

Assessors Signature  D. BedfordDocument Page

23

WINDECO Ltd.**Risk Assessment Record**

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

PEDESTAL GRINDING WHEELS

2 Lost Production/Damage/Minor Injury

2 Unlikely

BENCH MOUNTED

1 Negligible Harm

1 Negligible



No.	Material / Process Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-14	Sharpening Cutting tool edges	Electricity	Operator	Pre-use Safety checks of this machine.	5 x 2 = 10		5 x 1 = 5
		Direct contact with rotating abrasive wheel/s.		Training	3 x 3 = 9		3 x 2 = 6
		Impact injuries from bursting wheels.		Safety goggles.	5 x 2 = 10		5 x 1 = 5
		Cutting / trapping between wheel and work rest.		Training	3 x 2 = 6		3 x 1 = 3
		Sparks / debris from grinding process.		Safety goggles.	4 x 2 = 8		4 x 1 = 4
		Note: All work carried out in accordance with the written schedule provided by the manufacturer					

Assessors Signature  D. Bedford**Document Page**

24

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

DRIVING & WORKING
(Extended Day)

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible



No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-15	Driving Working Driving	Tiredness	Driver	The employee selected to drive the vehicle will be on the approved driver list held by the company.	5 x 3 = 15	Employees selected to drive company vehicles must of held a full driving licence for at least one year and be over 21 years of age.	5 x1 = 5
		Vehicle Impacting	Passengers	When the total of hours for Working & Driving will exceed 12 Hours the employee selected for driving has half of the estimated return driving time as a paid rest period prior to commencing the driving.		Plan for the delivery employees to take breaks between appointments with clients in line with the HGV driving break requirements	
		Trapping	Pedestrians	No alcohol to be consumed during working hours and blood alcohol levels must be below the legal limit to drive.		It is recommended that where employees are required to drive a lot for the company that they attend a Defensive Driving course.	
		Contact/Impact					
		Crushing					
		Ejection through glass	Other Road Users				
		Stored Energy					
		Thermal					
		Combustion					
		Fumes					
Fire							

Assessors Signature  D. BedfordDocument Page

25

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

SITE SURVEY

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible



No.	Material / Process Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-16	Site Survey	Electricity	All	Request details of buried & overhead power lines from site owner.	5 x 3 = 15	Use a cable detector on the ground to locate buried cables & mark the run line	5 x 1 = 5
		People (Protestors)		Check with site owner before arriving on site	5 x 3 = 15	Maintain a safe distance	3 x 2 = 6
		Animals (Domestic & Farm)		Check with site owner before arriving on site	5 x 3 = 15	Maintain a safe distance	3 x 2 = 6
		Fences (Fixed & Electric.)		Confirm type (Wood, Wire Strand, Barbed Wire, Electric, etc before visit)	4 x 2 = 8	Electrical fence power off during visit. Maintain a safe distance	3 x 2 = 6
		Slips, Trips & Falls		Observation	4 x 2 = 8	Safety footwear and PPE	3 x 1 = 3
		Unpaved Road / Track		Confirm with owner type of road surface	5 x 3 = 15	Drive slowly with extreme care	3 x 2 = 6
		Manure Heaps (Farms)		Confirm with site owner not near survey area	4 x 2 = 8	Maintain a safe distance	3 x 1 = 3
		Vermin		Keep a watchful eye	4 x 2 = 8	Do not put hand to mouth & cover open wounds. Wash hands before leaving site	4 x 1 = 4
		Water		Check with owner before site visit If near open water	5 x 3 = 15	A lifejacket <u>must</u> be worn near open water	5 x 1 = 1

Assessors Signature  D. BedfordDocument Page

26

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

EXCAVATION

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible



No.	Material / Process Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-17	Excavation	Buried Services (Gas, Electricity, Water, Sewers)	All	Site survey.	5 x 3 = 15	Hand dig an area where there is a possibility of Buried Services	3 x 1 = 3
	Of Foundations	Impact Injuries with Digger / Bucket (Crushing)		Barrier Off excavation site. Safety Signs, Control of Site Entry Keep a Safe distance	5 x 3 = 15	Supervisor to monitor safety distances	3 x 2 = 6
	Hole	Buried under spoil or collapsed earth sides (Smothering)		Digger to be at least 2 metres from edge of excavation. Shore or step sides if over 1.2 metres deep	5 x 3 = 10	Control of entry to the excavation, Stepped Sides, or slopped sides	5 x 1 = 5
		Machinery falling into Excavated Area		Digger & Vehicles to be kept at least 2 metres from edge of excavation.	5 x 2 = 10	Baulks to be in place to prevent vehicle access	5 x 1 = 5
		Vehicle Movement		Control of Entry & Site supervision	5 x 2 = 10	All visitors to site to read and sign site safety briefing	5 x 1 = 5
		Other Workers		Control of entry & Site Supervision	5 x 2 = 10	Toolbox talks and clear work instructions	5 x 1 = 5
				Note: All work carried out in accordance with the written schedule provided			

Assessors Signature  D. BedfordDocument Page

27

WINDECO Ltd.**Risk Assessment Record**

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury
 4 Disabling Injury
 3 Lost Time Injury
 2 Lost Production/Damage/Minor Injury
 1 Negligible Harm

Likelihood

5 Almost Certain
 4 Very Likely
 3 Likely
 2 Unlikely
 1 Negligible

FOUNDATIONS

No.	Material / Process Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-18	Foundations	Drowning	All	Pump-out Water from Excavation	5 x 2 = 10	Do not start pouring foundations until all water pumped out	5 x 1 = 5
		Manual Handling		Training	3 x 3 = 9	Use machinery to lift heavy loads	3 x 2 = 6
		Impact Injuries		Keep personnel and vehicles segregated	5 x 2 = 10	CSCS Card holder to supervise site	5 x 1 = 5
		Chemical Burns from Concrete		Safety Glasses, Wellingtons, Gloves Protective Clothing	4 x 3 = 12	Water to wash off skin or affected parts Eye Wash Station	3 x 2 = 6
		Cuts / Abrasions		Gloves	3 x 2 = 6	Check around before carrying out tasks	3 x 1 = 1
		Crushing from Vehicle Movement / Machinery		Keep clear of moving vehicles	5 x 2 = 10	Banksman to supervise movements	5 x 1 = 5
		Slips/ Trips / Falls		Clean Site Policy Note: All work carried out in accordance with the written schedule provided	4 x 2 = 8	Daily site clear up of debris, fill pot holes	4 x 1 = 4

Assessors Signature  D. Bedford**Document Page**

28

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

ERECTION OF TOWER
And TURBINE

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible



No.	Material / Process Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
1-19	Erection of Tower / Pole and Turbine	Crane Operations	All	Contract Lift (No lifting above 15 mph winds)	5 x 2 = 10	All non-essential persons removed behind safety barriers.	5 x 1 = 5
		Manual Handling		Training	3 x 3 = 9	Use machinery to lift heavy loads	3 x 2 = 6
		Impact Injuries		Keep personnel and vehicles segregated	5 x 2 = 10	CSCS Card holder to supervise site	5 x 1 = 5
		Falls from height		Safety Harness, Certified Scaffolding	5 x 2 = 10	Use approved Scaffolders	5 x 1 = 5
		Crushing from Vehicle Movement / Machinery		Keep clear of moving vehicles Control of movement on site	5 x 2 = 10	Banksman to supervise lift and vehicle site movements	5 x 1 = 5
		Slips/ Trips / Falls		Clean Site Policy	4 x 2 = 8	Daily site clear up of debris, fill pot holes	4 x 1 = 4
		Electricity		Turbine Head locked to prevent movement / generation	5 x 2 = 10	Check locked before fitting	5 x 1 = 5
		Note: All work carried out in accordance with the written schedule provided					

Assessors Signature  D. BedfordDocument Page

29

No.	Material / Process / Operation	No.	Material / Process / Operation
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ADMINISTRATION and SALES AREAS			
2-01	Fire Risk Assessments Offices	2-02	Administrative / Office Working
2-03	Workstation and Visual Display Screen Usage	2-04	Manual Handling - Offices
2-05	Driving – Working – Driving (Total Hours)	2-06	Lone Working
2-07	Assembly / Removal of Exhibition Displays	2-08	Not Allocated

Assessors Signature  D. Bedford

Document Page

Assessors Signature  D. Bedford

Document Page

31

WINDECO Ltd.

Risk Assessment Record

Page 1 of 2

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

Offices

4 Disabling Injury

4 Very Likely

FIRE RISK ASSESSMENT

3 Lost Time Injury

3 Likely

Fire Precautions (Workplace)

2 Lost Production/Damage/Minor Injury

2 Unlikely

Regulations 1997

1 Negligible Harm

1 Negligible



No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
2-01	Sources of Ignition	Heaters, Boilers, , Smoking materials, Heat from Process or Electrical apparatus (FIRE)	All	Maintenance of all electrical equipment and heating systems.	5 x 2 = 10	Follow the manufacturers guide for routine preventive maintenance	5 x 1 = 5
	Combustible Materials	Paper etc. (FIRE) Wood, Plastic		Visual check before last person leaves the building	5 x 2 = 10	Ensure waste bins are emptied at the end of each day and waste put in external bins	2 x 2 = 4
	-----	Gases, (FIRE) Heating Oil		Heating grade oil fired boilers	5 x 2 = 10	Report the smell of oil immediately, isolate. Ventilate the building.	2 x 2 = 4
	Structural Features	First Floor Offices (Smoke & Fire)		Two exits from this floor, which serves 10 offices	5 x 2 = 10	Keep exit routes clear and identified	5 x 1 = 5
	Maintenance and Refurbishment	Contractors; roofing, electrical (Smoke & Fire)		All contractors sign to comply with company Health & Safety	5 x 2 = 10	Health & Safety Induction for the Building	5 x 1 = 5
				Fire Safety Training	5 x 2 = 10	Fire Practice at least once per year and recorded	2 x 2 = 4

Assessors Signature  D. BedfordDocument Page

32

WINDECO Ltd.

Risk Assessment Record

Page 2 of 2

Stage / Process:

FIRE RISK ASSESSMENT

Fire precautions (Workplace)

Regulations 1997



No.	Control Measures
2-01	Fire Detection and Warning - There is an electrical fire warning system with remote manually activating panels fitted. It is maintained and tested in line with the regulations. First Aid Fire Appliances - Fire fighting appliances are situated throughout the offices / corridors. They are of sufficient numbers and type for use on the types of fire that could start in an office complex. Means of Escape in case of fire - People are able to turn away from, or pass a fire, to escape from this building. The offices are to be protected by self-closing fire doors. Escape Routes - The escape routes lead in different directions to places of safety. People can reach the open air without re-entering parts of the workplace involved in fire, and are then able to move well away from the building. Lighting - The escape routes are adequately lit to facilitate the evacuation of the building. Signs - The appropriate number of signs to mark exit routes and exits from the building are in place. Planning for an Emergency and Training Staff - There is a written and displayed emergency evacuation procedure. The companies' employees receive training and instruction on how to re-act in the event of a fire.

Assessors Signature  D. BedfordDocument Page

33

WINDECO Ltd.**Risk Assessment Record**

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible

**ADMINISTRATIVE
WORKING**

No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
2-02	Photocopying						
	Moving Boxes of Paper	Acute injury to back, muscles or joints from poor lifting technique	Persons lifting load	Manual handling training	4 x 2 = 8	Check the load your going to lift is within your capabilities. Remove trip and slip hazards Follow Manual Handling Training	4 x 1 = 4
	Typing						
	Stock Control						
	Orders	Injury to hands or arms from rough or sharp edges on load		Manual handling training	4 x 2 = 8	Do not attempt to lift anything that might cause you harm.	4 x 1 = 4
	Invoicing						
	Receipt	Slips and trips when carrying load		Training, Clean Floor Policy	4 x 2 = 8	Pre-check the area the task is to be carried out in.	4 x 1 = 4
		Biological from multi-user phones		Routine cleaning of Mouth and Ear-pieces	3 x 3 = 9	Clean at least once a week	3 x 1 = 3

Assessors Signature  D. Bedford**Document Page**

34

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible

**WORKSTATION AND VISUAL
DISPLAY SCREENS**

No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
2-03	Typing						
	Stock Control	Acute injury to back, muscles or joints from poor posture	Persons using VDS	Individual Workstation assessments	4 x 3 = 12	Comply with personal VDS training	4 x 1 = 4
	Orders						
	Invoicing	Cumulative strain to back, muscles or joints from repetitive keyboard/mouse use		Individual Workstation assessments Inclusive of change of work patterns.	4 x 3 = 12	Comply with personal VDS training	4 x 1 = 4
	Receipt	Cumulative injury to hands or wrists from incorrect positioning of keyboard/mouse.		Individual Workstation assessments Inclusive of wrist support options.	4 x 3 = 12	Comply with personal VDS training	3 x 1 = 3
		Slips and trips from poorly routed cables		Cables routed away from walk areas	4 x 3 = 12	Visually check your own work area	4 x 1 = 4
		Eye Strain		Setup of Display Screen	3 x 3 = 9	Comply with personal VDS training Eye test at company cost	3 x 1 = 3

Assessors Signature  D. Bedford**Document Page**

35

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible

MANUAL HANDLING
(Office Tasks)

No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
2-04	Manual Handling	Acute injury to back, muscles or joints from poor lifting technique	Persons lifting load	Permit to Work Manual handling training	4 x 2 = 8	Check the work area prior to start Remove trip and slip hazards Follow Manual Handling Training	4 x 1 = 4
		Cumulative strain to back, muscles or joints from repetitive lifting using poor lifting technique		Manual handling training	4 x 2 = 8	Do not attempt to lift anything that might cause you harm. Use mechanical aids e.g. Sack Barrow	4 x 1 = 4
		Injury to hands or arms from rough or sharp edges on load		Appropriate PPE	3 x 2 = 6	Follow Manual Handling Training	3 x 1 = 3
		Slips and trips when carrying load		Training, Clean Floor Policy	4 x 2 = 8	Pre-check of the area the task is to be carried out. Check route clear and unobstructed.	4 x 1 = 4

Assessors Signature  D. BedfordDocument Page

36

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

DRIVING & WORKING

4 Disabling Injury

4 Very Likely

(Extended Day)

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible



No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
2-05	Driving Working Driving	Tiredness	Driver	The employee selected to drive the vehicle will be on the approved driver list held by the company.	5 x 3 = 15	Employees selected to drive company vehicles must of held a full driving licence for at least one year and be over 21 years of age.	5 x1 = 5
		Vehicle Impacting	Passengers	When the total of hours for Working & Driving will exceed 12 Hours the employee selected for driving has half of the estimated return driving time as a paid rest period prior to commencing the driving.		Plan for sales employees to take breaks between appointments with clients.	
		Trapping	Pedestrians	No alcohol to be consumed during working hours and blood alcohol levels must be below the legal limit to drive.		It is recommended that where employees are required to drive a lot for the company that they attend a Defensive Driving course.	
		Contact/Impact					
		Crushing	Other Road Users				
		Ejection through glass					
		Stored Energy					
		Thermal					
		Combustion					
		Fumes					
Fire							

Assessors Signature  D. BedfordDocument Page

37

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury
 4 Disabling Injury
 3 Lost Time Injury
 2 Lost Production/Damage/Minor Injury
 1 Negligible Harm

Likelihood

5 Almost Certain
 4 Very Likely
 3 Likely
 2 Unlikely
 1 Negligible

LONE WORKING



No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
2-06	Lone Working	Electricity	Lone Worker	Electrical system tested 3 yearly	5 x 3 = 15	Compliance with the Safe System of Work for Lone Worker	5 x 1 = 5
		Chemicals		Chemical products kept to a minimum with the offices.			
		Falls		Stairwell is well lit and stair treads have good gripping characteristics.			
		Trips		Floor areas are kept clear			
		Traps & Nips		Do not consume alcohol at work or during the working day.			
		Fumes		LEV			
		Violence Car Rage		Lock all doors and call for assistance			
		Exhaustion		Take planned breaks and eat and drink			

Assessors Signature  D. BedfordDocument Page

38

WINDECO Ltd.

Risk Assessment Record

Page 1 of 1

Stage / Process:

Hazard Rating

5 Fatal Injury

Likelihood

5 Almost Certain

4 Disabling Injury

4 Very Likely

3 Lost Time Injury

3 Likely

2 Lost Production/Damage/Minor Injury

2 Unlikely

1 Negligible Harm

1 Negligible

**ASSEMBLY/REMOVAL
Of EXHIBITION DISPLAYS**

No.	Material, Process or Operation	Hazard	Persons at Risk	Existing Controls	Initial Risk Rating Hazard x Likelihood	As Low As Reasonably Practicable Recommendations (ALARP)	Final Risk Rating Hazard x Likelihood
2-07	Putting up Exhibition Displays And Removal	Acute injury to back, muscles or joints from poor lifting technique	Persons lifting load	Permit to Work Manual handling training	4 x 2 = 8	Check the work area prior to start Remove trip and slip hazards Follow Manual Handling Training	4 x 1 = 4
		Cumulative strain to back, muscles or joints from repetitive lifting using poor lifting technique		Manual handling training	4 x 2 = 8	Do not attempt to lift anything that might cause you harm. Use mechanical aids e.g. Sack Barrow	4 x 1 = 4
		Injury to hands or arms from rough or sharp edges on load		Appropriate PPE	3 x 2 = 6	Follow Manual Handling Training	3 x 1 = 3
		Slips and trips when carrying load		Training, Clean Floor Policy	4 x 2 = 8	Pre-check of the area the task is to be carried out. Check route clear and unobstructed.	4 x 1 = 4

Assessors Signature  D. Bedford**Document Page**

39