

Example Record of General Risk Assessment

Name of Assessor(s):	A.N.Other	Date of Original Assessment	22-7-16
Posts Held:			
Manager Responsible:	Sum One		
Department:			
Subject of Assessment: Consider Task or Environment.			
Changing Window Curtains			
Step 1: What are the Hazards?			
<ol style="list-style-type: none"> 1. Use of incorrect / defective equipment 2. Inappropriate use of access equipment 3. Uneven floor causing instability 4. Manual Handling 5. Restricted workspace 			
Step 2: Who might be harmed and how?			
Domestic staff by – <ol style="list-style-type: none"> 1. Fall from Height 2. Overreaching / Stretching 3. Slips, Trips and Falls 4. Musculoskeletal Injuries 5. See no. 1 & 2 			
Step 3: What are you already doing? (Existing Precautions)			
<ol style="list-style-type: none"> 1. Staff trained and competent in use of access equipment 2. All access equipment (e.g. step ladder / platform) suitable and sufficient for purpose; checked before use and maintained in good condition. 3. Access Equipment is of adequate height for the task. 4. Reporting procedure in place for identified defective equipment with prompt removal/remedial action. 5. Frequent documented checks to ensure safe working condition (at least 6mthly). 6. Appropriate PPE worn (footwear) 7. Window opening limiters in place. 8. All staff trained and competent in use of access equipment 9. Equipment to be repositioned where required to prevent overreaching/stretching 10. Floor surfaces suitable to use – firm and even surface and free from obstacles / substances 11. Staff to be trained in moving and handling techniques 2 person job – second person available at ground level to hand curtains to/take from 12. Where it is not possible to gain access to corner of windows due to static furniture items present, the curtains should be hung at a position that is free from obstructions and then drawn over whilst at ground level Suitable access equipment should be used for the task in hand – consideration of use of a working platform to allow safe access to areas where required (e.g. whilst hanging curtains within side room (one bedded room) where sink provides restricted access) 			

Level of Risk

Current risk level

Green

Step 4: Action Plan

What further action is necessary?	Action By Whom	Action by when (dd/mm/yy)	Action completed. (dd/mm/yy)
During any activity that involves working at height the Supervisors will check that the safe system of work is being complied with both prior to and during the task.	Sum One	22-07-16	

Step 5: Review Table			
Date (dd/mm/yy)	Reviewer	Reasons for review	Approved/Not Approved by (dd/mm/yy)