

“ON THE JOB” RISK ASSESSMENT- IDENTIFY HAZARDS & EVALUATE THE RISK

Date:	Task: Related Risk Assessments:
Name:	Building/Area:

Physical injury hazards	Likelihood	Severity	Risk*	Action to be taken
1: Mobile plant				
2: Moving parts of machinery				
3: Manual handling				
4: Work at Height/Roof Access P				
5: Access and egress				
6: Slips trips and falls				
7: Pressure systems P				
8: Working with Electricity P				
9: Hot work/fire P				
10: Explosion				
Physical agents	Likelihood	Severity	Risk*	Action to be taken
11: Ionising radiation F				
12: Lasers F				
13: Ultraviolet light				
14: Hot/Cold objects				
15: Temperature				
16: Noise/vibration				
Hazardous substances	Likelihood	Severity	Risk*	Action to be taken
17: Hazardous substances (COSHH) F				
18: Micro-organisms				
19: Asbestos F				
20: Fumes/Gas				
Miscellaneous	Likelihood	Severity	Risk*	Action to be taken
21: Weather				
22: Lone working				
23: Confined spaces				
24: Fire alarm/detector isolation P				
25: Other				
26: Other				

Describe elements that create specific risks:
Main risks identified, and control measures required:

P – Denotes that a permit system is used to control most works with these hazards, and a permit may be needed for the work being undertaken.

F – Denotes that a full documented assessment and safe system of work is usually required for work **with** this hazard. This form is insufficient to assess all the risk involved when working **with** these hazards, but should be used to assess the likely impact of that hazard on your work when you are not working directly with it. For example, the form can be used to assess handling tasks in a “Supervised” radiation area, but it cannot be used to assess handling radioactive sources – for which a full risk assessment is required.

The “On-the-job” risk assessment pro forma aims to prompt those undertaking work to **STOP** and **THINK** when the scope of their work changes or during the course of planned work when new safety hazards arise.

		*RISK MATRIX			
HARM	Major	High	High	V High	V High
	High	Med	Med	High	V High
	Moderate	Low	Med	Med	Med
	Slight	Low	Low	Low	Low
		Very Unlikely	Unlikely	Likely	Very Likely
		LIKELIHOOD			

The same applies to those undertaking experimental work – when the experimental results indicate a new experiment or experimental set up this pro forma aims to prompt them to similarly **STOP** and **THINK** before proceeding with small changes. Larger changes will require more formal assessment.

Many injuries and incidents occur when work or experiments for which the risks have been assessed and planned changes and those working “plough on” without pausing to **STOP** and **THINK**.

The pro forma is designed to help **YOU** think through the relevant issues when faced with changes or additions to planned work or experiments, or when carrying out quick tasks - a series of prompts for the common safety hazards.

The form should **ONLY** be used in the following circumstances:

- To make specific a generic risk assessment; or
- To manage changing risks within a larger job i.e. the bulk of the job may be covered by a documented risk assessment (which defines the various stages of the job), but if the need to do something differently arises, this method can be used to assess the risk.

Completed “On-the-job” Risk Assessments should normally be kept in hard copy form for two weeks, should there be a need to assess it in the event of an incident.

Where the “On-the-job” Risk Assessments are undertaken as part of a larger job or experimental build it is appropriate to store it for the duration of that larger job.