

Example of an Occupational Health Risk Assessment

SITE:		ASSESSMENT DATE:		EQUIPMENT/ AREA/TASK:	Sorting Floor – Manual Sorting	ASSESSED BY:	
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TASK/ EQUIPMENT	HAZARD	PERSONS AT RISK	EXISTING CONTROL MEASURES	RISK RATING			FURTHER ACTION REQUIRED	WHO	WHEN	DONE
				S	L	R				
<i>See Page 2 for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, and rating.</i>										
Sorting floor – manual sorting	Cuts/lacerations to hand – sharp objects/tins/needles /glass present in material to be sorted	Sorting operatives	Trained operatives Health & safety induction for all operatives Appropriate equipment in place for removing sharps including receptacle for safe storage Appropriate protective gloves for all sorters Pause facility on sorting belt to stop belt whilst removing sharps First aiders on site Emergency stop facility at all picking stations Material quality inspection and sampling procedures in place Sharps procedure in place	1	3	3				
	Cuts/lacerations to forearms – sharp objects/tins/needles /glass present in material to be sorted	Sorting operatives	Trained operatives Health & safety induction for all operatives Appropriate equipment in place for removing sharps including receptacle for safe storage Appropriate protective gloves for all sorters Protective arm gauntlets in pre-sort cabin Pause facility on sorting belt to stop belt whilst removing sharps First aiders on site Emergency stop facility at all picking stations Material quality inspection and sampling	1	3	3				

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			procedures in place Sharps procedure in place						
	Upper limb disorders – leaning forward over conveyor belt, outstretched reach, highly repetitious	Sorting operatives	Trained operatives in manual handling risks and techniques Health & safety induction for all operatives Platforms where required for shorter operators No excessive shift lengths and regular breaks for all sorters. Operators forced to change position on belt at regular intervals so not twisting in the same direction for long periods	1	3	3			
	Lower limb disorders – standing in the same place for long periods of time	Sorting operatives	Trained operatives in manual handling risks and techniques Health & safety induction for all operatives No excessive shift lengths and regular breaks for all sorters. Operators forced to change position on belt at regular intervals so not twisting in the same direction for long periods	1	2	2			
	Noise	Sorting operatives	Trained operatives Health & safety induction for all operatives Enclosed cabins Ear defenders available and compulsory to wear in noise protection areas. Ear defenders available but optional in other work areas Periodic noise monitoring	1	2	2			
	Microbiological hazards – dust, weils disease, inhaling bioaerosols, contamination in material presented	Sorting operatives	Trained operatives Health & safety induction for all operatives Appropriate equipment in place for handling contamination including removing from belt, receptacle for safe storage and cleaning up liquid spills Appropriate protective gloves for all sorters	2	1	2			

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			<p>Dust masks and eye protection compulsory for all sorters</p> <p>Enclosed cabins</p> <p>Air conditioned</p> <p>Personal hygiene facilities provided and good personal hygiene encouraged</p> <p>Material quality inspection and sampling procedures in place</p> <p>First aiders on site</p> <p>Automatic bag breaker</p> <p>Handling of offensive and hygiene waste procedure</p>						
	Chemical hazards – chemical contamination in material presented	Sorting operatives	<p>Trained operatives</p> <p>Health & safety induction for all operatives</p> <p>Appropriate equipment in place for handling contamination including removing from belt, receptacle for safe storage and cleaning up liquid spills</p> <p>Appropriate protective gloves for all sorters</p> <p>Dust masks and eye protection compulsory for all sorters</p> <p>Personal hygiene facilities provided and good personal hygiene encouraged</p> <p>Material quality inspection and sampling procedures in place</p> <p>First aiders on site</p> <p>Automatic bag breaker</p> <p>Handling of offensive and hygiene waste procedure</p>	2	1	2			
	Pinching/ entrapment in conveyor	Sorting operatives	<p>Trained operatives</p> <p>Health & safety induction for all operatives</p> <p>Conveyor designed to ensure risk is very low</p> <p>Preventative maintenance on all belts and regular inspections for damage and wear</p>	2	1	2			

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	Insects and vermin bites	Sorting operatives	Trained operatives Health & safety induction for all operatives Personal hygiene facilities provided and good personal hygiene encouraged Material quality inspection and sampling procedures in place First aiders on site	1	2	2				
	Slips, trips & falls	Sorting operatives	Trained operatives Health & safety induction for all operatives Equipment in place to clean up spillages Suitable non-slip flooring Safety boots worn by all operatives All work areas and floor surfaces maintained and inspected regularly for damage or wear Housekeeping programme developed	1	2	2				
	Stress and violence	Sorting operatives	Trained operatives Health & safety induction for all operatives Communication encouraged Workloads monitored No excessive shift lengths and regular breaks for all sorters.	2	1	2				
	Certain equipment including industrial magnets and eddy current separators fitted to sorting equipment can emit a powerful magnetic field when energised. This can have an effect on pacemakers.	Sorting operatives	No employees allowed to work in MRF when fitted with a pacemaker	3	1	3				

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A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures. **A register of Risk Assessments will be maintained and planned reviews undertaken as and when required.**

Definitions

- **Task/Equipment** - is the type of work being carried out in the workplace. e.g. using a power saw.
- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Persons At Risk** – the people who are involved in the task or who could be affected by the task.
- **Existing Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a 'competent' person (i.e. a qualified electrician) etc. Control Measures include such areas as training, supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery and PPE.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity** - rated as follows:

- MINOR	Cuts/grazes/bumps – any incident that does not result in an LTA	= RATING 1
- SERIOUS	Any incident that would result in an LTA	= RATING 2
- MAJOR	Death, loss of limbs or sight. Fractures excluding fingers and toes	= RATING 3
- **Likelihood** - rated as follows:

- LOW	Unlikely under normal working conditions	= RATING 1
- MEDIUM	Possible under specific circumstances	= RATING 2
- HIGH	Possible under normal working conditions	= RATING 3
- **Risk Rating** - is a means of measuring the risk by multiplying the *severity* rating by the *likelihood* rating e.g. a *severity* rating 'SERIOUS' with a *likelihood* rating 'MEDIUM' would give a risk rating of 2 x 2 which gives a score of 4.
- **Further Action Required** - Risk rated from 1- 3 may be considered **acceptable** (still give consideration to other risk reduction measures)
from 4 - 5 requires action **as soon as possible**.
from 6- 9 unacceptable risk and **immediate** action required.
For risks rated 4 to 9 further control measures need to be implemented and action plans arranged.
- **Who / When / Done** – A responsible person must be assigned responsibility for arranging the actions with a target completion date and the actual completion date noted in the DONE column.