



Health and Safety Risk Assessment

Directorate: Corporate Services.	Service: Legal & Property Services.	Assessor: Ivan Hackett, Building Services Officer.
Activity: Premises Risk Assessment – Old Memorial Hospital.		Date: November 2014.

What are the hazards?	Who might be harmed and how?	Risk Rating without controls?	What are you doing already to control the risk?	Risk Rating with Controls? (Severity x likelihood = Risk Rating)	Is there any further action required?	Action by whom?	Action by when?	Completed when?
General Note	Staff & Visitors to internal parts.	(2x2) Med	Directive issued by Property Services to Contractors, Emergency Services and Staff – No single party access at any time, attending Engineers, Guards, etc MUST be in pairs or have backup in place.	(2x2) Med	Property Services continue with restricted access regime pending sale / disposal / refurb.	Property Services	On-going activity	No end date, subject to on-going review
Slips, trips and falls (car parks and building /grounds)	Staff and visitors may be injured if access to the site is not maintained.	(2x2) Med	Grounds maintenance and snow / leaves contracts in place (CDC Public Car Park). Site inspections completed monthly (Car Parks Dept) and on an ad-hoc basis (Property).	(2x1) Low	Staff to report any site damage or defects to Property Services.	Car Parks / Property Services	Ongoing.	
On site access and movement.	Staff and visitors may be injured if access to the site is not maintained.	(2x2) Med	Access to internal parts is restricted as above and internal debris was cleared following break in. Most areas are lit to a limited degree or can be re-energised if required (isolated at DB). Property defects actioned only where considered wholly necessary.	(2x2) Med	On-going periodic checks of all walkways, staircases, communications routes as part of Property site management .	Property Services	On-going activity	No end date, subject to on-going review
On site vehicle movements (CDC Public Car Park)	Staff and visitors may be injured from vehicle movements within the car	(2x2) Med	Vehicle and pedestrian areas clearly marked. Parking bays clearly marked. Clearance contracts in place for snow, ice, etc. External lighting maintained	(2x1) Low				



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	parks		and automatically switched according to time of year, ambient lighting levels, etc. Speed limits in place.					
Disability Access.	Unoccupied, restricted access.		Not applicable.					
Fire and explosion, including arson	Staff & Visitors may become injured from inhalation of smoke, direct contact with fire, blast from explosion or debris.	(2x2) Med.	Fire Risk Assessment completed. There is no occupancy. Access restricted generally and to weekly fire alarm system test and monthly emergency lighting test. Combustible materials cleared from site. Services are isolated except for essential electrical supplies. Limited routine maintenance contracts in place. Fire alarm monitoring re-instated. Intuder alarm in place – monitored	(2x1) Low	Continuation of maintenance / testing regime, alarm servicing and 24/7 monitoring.	Property Services	On-going	No end date
Legionella and other water borne bacteria	Unoccupied, restricted access.		Not applicable – supplies isolated at main source.					
Asbestos	Staff & Visitors may be harmed / injured from breathing in asbestos fibres	(3x2) Med - High	There is known asbestos and ACM's on the site (previous review as recorded on asbestos register held and maintained by Property Services) Access restricted.	(3x2) Med - High	Reviewed under the Control of Asbestos Act 2012 and HSG264, survey undertaken Sept 2014, materials classified as low – medium risk if undisturbed. Full Demolition / refurb survey available. Monitor pending future disposal. Update register. Additional labelling proposed by surveyor and removal by licenced contractor prior to re-occupation.	Property Services	Register update by Dec 2014. Further action subject to review within 3 months.	



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Gas (Natural / combustion)	Unoccupied, restricted access.		Not applicable – no live gas on the site.					
Electricity (fixed wiring)	Staff & Visitors may be electrocuted if electrical systems are poorly maintained	(3x2) Med - High	5 yearly fixed wiring checks carried out, system maintenance and works carried out only by certified competent contractors. No unauthorised access to distribution boards, all circuits MCB / RCD protected and isolated unless essential.	(2x1) Low	Fixed whole system wiring tests / inspections schedule for 2015-16 (subject to building future / use)	Property Services	April – June 2015	
Electricity (portable appliances)	Unoccupied, restricted access.		Not applicable – No portable appliances on site.					
Equipment / Mechanical items.	Unoccupied, restricted access.		Not applicable – existing lift is isolated, no other equipment on site.					
Chemicals / COSHH	Unoccupied, restricted access.		Asbestos as above, phials containing mercury discovered during survey removed under licenced arrangement. No other materials on site.					
Environmental considerations, noise , heat, light, etc	Unoccupied, restricted access.							
Contractors works / maintenance	Staff, Visitors and Contractors may be injured as a result of project, service and maintenance works,	(2x2) Med	All works and maintenance contractors are reviewed at least annually to ensure competence and compliance with regulations, ACoP's, etc and insurances maintained. All generic RA's & Method Statements reviewed and	(2x1) Low	On-going Property Services assessments and management.	Property Services	When required and necessary.	When required and necessary.



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	equipment in use, etc.		held by Property Services. Specific works are subject to specific assessments.					

Review Schedule

Your risk assessment should be reviewed **annually**, or sooner if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Date of Review?	Reviewed by?	Reason for review?	What changes/amendments have been made to risk assessment following the review?
28/11/14	Ivan Hackett	Original draft for comment.	None.



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Risk Rating

High (3) Death, major injury or work related illness, permanent harm or disability	S E V E R I T Y	3	6	9
Medium (2) Injuries or work related illness where people are unable to undertake their normal work for more than 3 days ; semi permanent harm or injury		2	4	6
Low (1) All other minor injuries – first aid treatment with no permanent harm – minor cuts and bruises		1	2	3
LIKELIHOOD				
		Low (1) Where harm is unlikely to occur under normal circumstances. Low expectation of occurrence	Medium (2) Where harm is likely to occur in time or exposure to the hazard exists intermittently or hazardous event occurs occasionally	High (3) Where the hazard is likely to occur imminently or in the very short term, OR exposure is permanent or occurs frequently OR much evidence of previous harm

What does my risk rating mean?

Low (1-2)	Medium (3 -4)	High (6 -9)
Work can proceed – significant action is not required other than monitoring that things do not change and that existing measures are being monitored and maintained	Work may proceed if additional control measures are implemented within strict timescales. These measures and timescales must be proportionate to the potential consequences	Immediate action is required to control the risk before any further activity