

Risk Assessment Template – FENSA Working Example

INSTRUCTIONS	
1	All relevant sections should be completed and the form signed by the relevant manager.
2	Incidental hazards and risks associated with life in general can usually be ignored.
3	The document should be made available to all staff and new members of staff and temporary workers must have read and understood before commencing work.
4	For some particular hazards more detailed procedures will be needed. These will be referenced as protocols or policies.

DETAILS	
Company Name:	
Address:	
Location of Work Activity under Assessment:	
Name of Person Conducting Risk Assessment:	

WHAT IS THE ACTIVITY?
The removal and installation of windows and/or doors into domestic dwellings as per customer contract.
WORK ACTIVITY INFORMATION
<p>General</p> <p>All operatives working on site will be made aware of the Health and Safety risk assessments of (insert company name).</p> <p>All relevant PPE including hard hats, high visibility clothing, gloves, eye protection, masks and safety footwear must be worn when appropriate.</p> <p>All powered tools must be either battery operated or powered via an RCD (Residual Current Device)</p> <p>Welfare facilities will be provided by way of (insert preferred method)</p>

Title	Description	Consequence	Likelihood level	Outcome	Risk	Control Measures	Residual Likelihood	Residual Risk
<i>What is the activity that is being assessed?</i>	<i>Describe the activity</i>	<i>What are the risks if this is carried out without control measures (training, equipment, guidance etc)?</i>	<i>Refer to Risk Matrix</i>	<i>Refer to Risk Matrix</i>	<i>Refer to Risk Matrix</i>	<i>1. Insert control measure here (what can reasonably be done to reduce the risk) There can be multiple measures to reduce the risk.</i>	<i>Refer to Risk Matrix</i>	<i>Refer to Risk Matrix</i>
Risk from Covid 19 – Installation	Installation teams will have to work within people's homes to complete window and door replacements putting them and the occupants at increased risk of transmission.	Leaving home constitutes an increased risk of being infected with Covid 19. If infected it would lead to at best mild symptoms or at worst death.	Moderate	Moderate	Significant	<ol style="list-style-type: none"> 1. If the employee is in a high risk group then onsite work where face to face contact is required should not be undertaken. 2. Work should not be undertaken if any installer or occupant currently has or has shown symptoms of the virus in the last 14 days or is currently self-isolating or shielding. 3. Hand should be thoroughly washed or sanitised regularly through the day. 4. Refrain from touching you face, in particular eyes, nose or mouth without thoroughly washing your face first. 5. Insert control measure here 		

Title	Description	Consequence	Likelihood level	Outcome	Risk	Control Measures	Residual Likelihood	Residual Risk
Driving at work – Covid 19	Installation teams have to transport themselves and products to installations. This requires comfort and fuel breaks as well as constant contact with hard control surfaces. It will also mean that members of the team will be closer than the minimum required 2 metres whilst travelling.	Close contact during travel increases the risk of infection, as does general interaction with other members of the public during fuel stops. Handling fuelling hoses carries the risk of transmission due to the number of people touching them regularly.	Moderate	Moderate	Significant	<ol style="list-style-type: none"> 1. Prior to driving and at regular intervals each day sanitise all of the control surfaces, however ensure that these areas are not made slippery. 2. If using public WC's at services hands should be washed thoroughly after use for at least 20 seconds using hot water and soap. 3. If possible use gloves when handling fuel pumps. 4. If possible make use of "pay at pump" facilities. If unavailable ensure a 2 metre space is maintained between you and all other people at all times. 5. When arriving back to the vehicle sanitise hands – even if they have been washed. 6. Only one person should be in the vehicle when being driven, all other team members should transport separately. If this is not possible the cab must be restricted to two staff members only, masks must be worn and windows kept fully open at all times. 7. Insert control measure here 		

Title	Description	Consequence	Likelihood level	Outcome	Risk	Control Measures	Residual Likelihood	Residual Risk
Loading, offloading and manual handling						1. Insert the control measure here		
Property Access						1. Insert control measure here		
Hostile animals						1. Insert control measure here		
Slips, Trips, Falls and other possible injuries						1. Insert control measure here		

Title	Description	Consequence	Likelihood level	Outcome	Risk	Control Measures	Residual Likelihood	Residual Risk
Working at Height						1. Insert control measure here		
Working with hand and power tools						1. Insert control measure here		
Working with disk cutting tools						1. Insert Control Measure here		
Exposure to asbestos						1. Insert control measure here		

Title	Description	Consequence	Likelihood level	Outcome	Risk	Control Measures	Residual Likelihood	Residual Risk
Working in confined spaces						1. Insert control measure here		
Working with glass						1. Insert control measure here		
Working with substances hazardous to health						1. Insert control measure here		
Air pollutants such as dust during cutting masonry						1. Insert control measure here		

Title	Description	Consequence	Likelihood level	Outcome	Risk	Control Measures	Residual Likelihood	Residual Risk
Working in noisy environments						1. Insert control measure here		
Falling Items						1. Insert control measure here		
Exposure to passive smoking						1. Insert control measure here		
Violence & aggression – from people						1. Insert control measure here		

Title	Description	Consequence	Likelihood level	Outcome	Risk	Control Measures	Residual Likelihood	Residual Risk
Lone Working						1. Insert control measure here		
Sharps Injuries						1. Insert control measure here		
Mental health including stress at work						1. Insert control measure here		
Driving at Work						1. Insert control measure here		

Title	Description	Consequence	Likelihood level	Outcome	Risk	Control Measures	Residual Likelihood	Residual Risk
New Item						1. Insert control measure here		
New Item						1. Insert control measure here		
New Item						1. Insert control measure here		
New Item						1. Insert control measure here		

STEP 9 RISK ACTION PLAN

The Employee or Manager should complete this step if the Risk Assessment indicates that additional control measures are needed to reduce HIGH, SIGNIFICANT or MODERATE risks to an acceptable or LOW level

IDENTIFY ACTIONS NEEDED TO REDUCE THE RESIDUAL RISK TO A LOW LEVEL	INDIVIDUAL RESPONSIBLE FOR COMPLETION ACTION	DATE FOR COMPLETION OF ACTION	SIGN OFF AND DATE WHEN COMPLETE

RISK ASSESSMENT SIGN OFF

Printed name of employee:		Signature of employee:	
Date:		Telephone or e-mail:	

Those participating in the assessment are required to sign to confirm their participation

Print Name	Signature	Print Name	Signature

