



Version history	
Created	09 May 2019
Reviewed and confirmed by Directors	29 October 2019

## Transition Town Worthing CIC Health and Safety - Risk Assessment

### Project:

Location:

Date:

Project Lead:

Responsible persons:

Is a health and safety risk assessment required for this project?

Yes

If "no" then please justify the reason for not undertaking a risk assessment. The scheme project manager should then sign the document.

N/A – Risk assessment is required

Signed:

Print name:

Position:

Date:

## PROCESS OVERVIEW

### Keeping safe

All directors, employees, volunteers and participants are expected to cooperate with Transition Town Worthing CIC (TTW) in carrying out the contents of the TTW Health, Safety and Welfare Policy, and must ensure that their own activities, so far as reasonably practicable, are carried out without risk to themselves or others.

### Risk assessment process

Someone who understands the risks involved in the activity and who has sufficient experience and knowledge to identify the control measures necessary for the activity to be carried out safely must undertake the risk assessment process. In most cases this will be the Project lead, or a responsible person. The risk assessment is to be carried out in accordance with this guidance, and with reference to the TTW Health, Safety and Welfare Policy and any other relevant policies/procedures.

The completed risk assessment must be shown to those involved in the project and must be signed and dated to confirm they have read and understood the risk assessment. This record of signatures is to be kept together with a copy of the original risk assessment documentation within the project file.

1 Record the hazards



2 Record who is at risk and how they could be injured



3 Record the severity of the potential hazard



4 Record details of any control measures

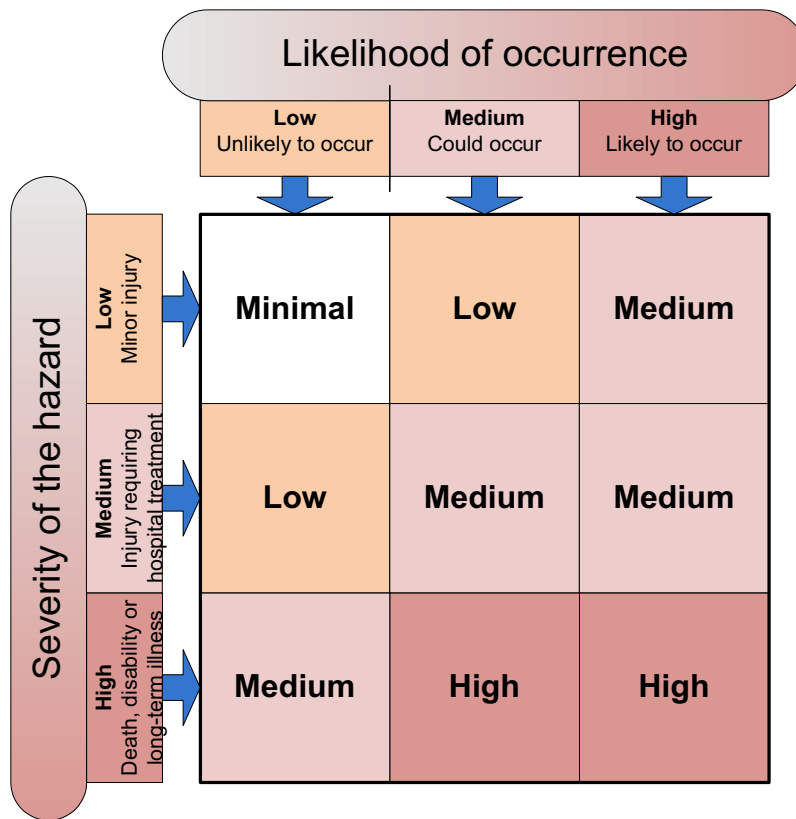


5 Approve risk assessment



6 Affected persons sign form

## ELEMENTS OF THE RISK ASSESSMENT



### Hazard

What is the hazard? (examples below)

- Plant and equipment
- Contact with machinery or plant
- Entanglement in machinery or equipment
- Moving vehicles
- Electrocution
- Pressure/stored energy
- Noise
- Vibration
- Overhead/underground services
- Work near/over water
- Unstable structures
- Falling/flying object or materials
- Work at height/falls
- Slips and trips
- Becoming trapped
- Lone working
- Manual handling
- Attack by animals
- Assault/attack/intimidation/detention by people
- Fire or explosion
- Confined spaces
- Flammable/explosive/toxic atmosphere
- Excessive heat
- Flooding/inrush of liquid or material
- Dusts
- Chemicals and substances by contact / inhalation / absorption / ingestion/
- Infectious substances (including Weils disease and hypodermics/sharps)
- Sunlight/sunburn/skin cancer
- Radiation

## RISK ASSESSMENT

Task and related hazard	Who is at risk and how	With no mitigation measures what are the:			Mitigation measures
		Likelihood of occurrence	Severity of the hazard	Risk factor	
	Our staff/volunteers/public etc.	This should be assessed assuming no mitigation measures at all.	This should be assessed assuming no mitigation measures at all.	Using the matrix locate the risk factor and enter this in the relevant table.	What actions will be taken to minimise risks
Examples					
Moving furniture, setting up for events – manual handling	Staff and volunteers – injury due to incorrect manual handling procedure	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>✓ Advise on correct manual handling procedure.</li> <li>✓ Provide suitable equipment where appropriate, eg sack trolley.</li> </ul>
Office work - Lone working	Staff – medical emergency, assault, other	Low	High	Medium	<ul style="list-style-type: none"> <li>✓ Comply with TTW's Lone Working Policy</li> </ul>

Hazard	Who is at risk and how	With no mitigation measures what are the:			Mitigation measures
		Likelihood of occurrence	Severity of the hazard	Risk factor	
					•
					•
					•
					•
					•

## EMERGENCY RESPONSE

Nearest Hospital with onsite A&E service:

xxx

xxx

T: xxx

Nearest Police Station:

xxx

xxx

T: xxx

