

Risk Assessment Summary Sheet

Ref 017a

Activity/Workplace; Slip, Trip and Fall Hazards On Same Level in Office and Admin Areas

Generic Risk Assessment					Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Responsible Person	Likelihood	Severity	Risk Rating after controls
Trailing cables	Risk of Slip, trip and fall injury	Employees General Public Visitor Contractor	2	4	8	A high standard of housekeeping to be maintained at all times, <i>'everything in its place and a place for everything'</i> . Trailing of leads must be avoided, arrange work area to suit location of power points and data points, if not possible secure all cables to prevent trip hazards. Report all damaged floor coverings for repair, if necessary prevent access to damaged area until repair is complete Keep access routes free at all times: return items to storage when not in use. Ensure all spillages are cleaned up immediately, ensure adequate barriers are erected during cleaning operations to direct persons away from cleaning area Highlight different levels in floor or walkways. Ensure lighting levels are adequate, where natural light is not sufficient artificial lighting must be provided. Toolbox talks on slip, trip and fall hazards provided on a regular basis.	Line Management	1	4	4
Damaged floor covering			2	4	8			1	4	4
Access routes used as storage areas			3	5	15			1	5	5
Wet/slippery surfaces			3	4	12			1	4	4
Change in floor levels.			2	4	8			1	4	4
Inadequate or incorrect lighting			2	4	8			1	4	4