



Risk Assessment

Risk Assessment Number: 001

Risk Assessment Date: 24 June 2020

Risk Assessment Author: Steve Ayling

Project/Contract: Lock Fitting From Scratch

Expected job duration: 1 Hour

Description: Fitting new locks from scratch and cleaning up and service the area.

Signatures				
	Name	Title	Signature	Date
Document Author	Steve Ayling	Business Owner	S Ayling	24 June 2020
Authorised	Alan Ayling	Advisor	A Ayling	24 June 2020

Signatures				
	Name	Title	Signature	Date
Document Author	Steve Ayling	Business Owner	S Ayling	24 June 2020
Authorised	Alan Ayling	Advisor	A Ayling	24 June 2020

List Required PPE
Safety Goggles (eye wear) Full Face Visor Gloves

List Required PPE
Safety Goggles (eye wear) Full Face Visor Gloves

Terms Defined

Severity – the consequences of any resulting injury or ill-health

Category	Example – guidance only	Score
Fatal	Injury or ill health which leads to death either directly from injuries sustained or occupational disease i.e. mesothelioma.	5
Major	Broken limbs, amputations, long term health problems or acute illness. Also consider loss of consciousness, electric shock etc.	4
Reportable	Short term stress-related absence, hospital visits e.g. burns, sprains etc. resulting in more than seven days absence or change of work and fractures.	3
Minor	Non-serious injuries or health effects e.g. cuts, bruises, skin irritation, aches and pains requiring first aid only.	2
Negligible	Insignificant injury, health effects, damage or disruption to work.	1

Likelihood – the probability of a hazard causing harm

Category	Example – guidance only	Score
Frequent	No controls in place, exposure to the hazard are expected to occur in most circumstances.	5
Regular	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). The situation often arises.	4
Occasional	Inadequate controls in place or are likely to breakdown. Controls rely on personal compliance. This situation sometimes arises.	3
Remote	Reasonable controls in place but they do rely on people using them. Controls unlikely to breakdown. This situation is unlikely.	2
Very Rare	Good controls in place. Controls do not rely on people using them. Very unlikely to breakdown. People rarely engage in this activity.	1

RISK CALCULATIONS (severity x likelihood)					
Fatality	5	10	15	20	25
Major	4	8	12	16	20
Reportable	3	6	9	12	15
Minor	2	4	6	8	10
Negligible	1	2	3	4	5
	Very Rare	Remote	Occasional	Regular	Frequent

- Risk score of 1 – 6 are deemed **acceptable**
- Risk score of 8 – 12 are deemed **tolerable**
- Risk score of 15+ are deemed **unacceptable**

It should be noted that no residual risk has been identified above tolerable; therefore all tasks can be undertaken with caution as long as the control measures detailed within each assessment are implemented.

Risk Assessment Form:

Activity:	Scratch Fitting Locks	Assessed/approved by:	Steve Ayling	Date: 24 June 2020
		Position:	Business Owner	

Hazard	Those likely to be affected and how	Injury from hazard	Current controls that are in place now	S Rating	L Rating	Risk Rating	Additional controls required	Person responsible	Date
Tripping over tools, tool boxes or tool bags	Locksmith - Too many tools in the available workspace. Customer(s) and General Public – Encroaching into the workspace.	Cuts, Bruises, Disfiguration, Broken bones.	Pre-assessing the situation in order only bring the required tools into the workspace. Locksmith to constantly monitor the situation and advise others to maintain a safe distance.	2	2			Locksmith	24/06/20

Hazard	Those likely to be affected and how	Injury from hazard	Current controls that are in place now	S Rating	L Rating	Risk Rating	Additional controls required	Person responsible	Date
Injury from handling of tools	Locksmith – During general work practice Customer(s) and General Public – from un-authorised picking up or touching tools	Cuts, Bruises, blisters and disfiguration.	Locksmith to wear appropriate PPE. Locksmith to constantly monitor the situation and advise others to maintain a safe distance.	4	1		Daily checking and maintaining the provision of required PPE.	Locksmith	24/06/20

Hazard	Those likely to be affected and how	Injury from hazard	Current controls that are in place now	S Rating	L Rating	Risk Rating	Additional controls required	Person responsible	Date
Injury from components or packaging and debris during the preparation and fitting process.	Locksmith by cutting self on the lock, door or item being prepped, flying debris and packaging. Customer from flying debris.	Cuts, bruises and disfiguration.	Locksmith to wear appropriate PPE. Locksmith to constantly monitor the work space and advise customer to keep back.	3	2		Daily checking and maintaining the provision of required PPE.	Locksmith	24/06/20

Hazard	Those likely to be affected and how	Injury from hazard	Current controls that are in place now	S Rating	L Rating	Risk Rating	Additional controls required	Person responsible	Date
Injury from rough or damaged surfaces	Locksmith, Customer(s) and General Public by coming into contact with surfaces	Cuts, bruises and disfiguration.	Locksmith to constantly maintain safe surfaces where possible.	2	2		Maintaining a stock of grinding stones, sandpaper, and other items required make safe damaged or rough surfaces.	Locksmith	24/06/20

Hazard	Those likely to be affected and how	Injury from hazard	Current controls that are in place now	S Rating	L Rating	Risk Rating	Additional controls required	Person responsible	Date
Injury from parts of the door or casement, packaging and debris left behind after completion	Locksmith, Customer(s) and General Public coming into contact with items left behind.	Cuts, Bruises and disfiguration.	Locksmith to remove all old fittings, parts of the door, debris and packaging, and clean the work area before leaving.	2	2		Locksmith to ensure appropriate cleaning tools and materials are available	Locksmith	24/06/20