

## Sample risk assessment

The following example is an activity that could be carried out at work – but which most people have experience of at home – changing a lightbulb. It was chosen because it's an example most of us can relate to. If you live in a flat or bungalow and don't have a top landing just use your imagination.

### Hazards

Use this box to list all of the hazards identified in the activity. The tick box list includes some of the more common hazards that may be encountered when doing your risk assessments. It also provides space to allow you to add your own.

In this example we have identified a number of hazards that could be present in this activity. The main ones are concerned with electricity, cuts and burns, working at height or in darkness. These should be written in the hazards section of the form. As you can see we have identified some of the problems associated with these hazards.

### Those at risk

All those exposed to the risk should be listed here. It is important that you list everyone who could be harmed as it may influence how you intend to control the risks. You may decide that you require different controls for members of the public to those you have in place for your employees.

### Current control measures

Use this box to list the current control measures you have in place and any other controls you could introduce at this stage.

In this example we have included the following controls:

- Isolating the power supply.
- Waiting until the bulb cools.
- Using a torch if required and using a set of steps for access.

### With these controls the risk is...?

At this point we have decided that with the above controls in place the person carrying out the activity is unlikely to get an electric shock, fall from a height or get a cut or burn from the bulb. Therefore the risks are adequately controlled for the activity given these circumstances.

### Further control measures required

With any risk assessment we should always try to minimise the risks. In this example there are a number of other things you could consider. It has been suggested that by fitting a long-life bulb we would reduce the number of times we carry out the activity which would reduce the risks.

Although this example relates to a home-based activity exactly the same principles apply when you carry out risk assessments for your workplace.

# Risk assessment form (example)

This list is intended to assist you in identifying the hazards involved in the activity. It is not exhaustive and is intended as a guide only. Any other hazards identified should be added to the list below.

Workplace				
Slips and trips	✓	Fire		Other (list below)
Heating		Services		
Lighting	✓	Working space	✓	
Ventilation		Storage		
Access and egress		Edge protection		
Obstructions		Traffic routes		

Equipment				
Lifting equipment		Electrical equipment	✓	Other (list below)
Workplace transport		Display screen equipment		<i>Stepladder</i>
Machinery		Pressure vessels		
Hand tools				

Physical				
Noise		Repetitive work		Other (list below)
Vibration		Electricity	✓	
Radiation				
Manual handling				

Substances				
Chemicals		Asbestos		Other (list below)
Dusts		Legionella		
Fumes		Biological		
Flammables		Body fluids		
Pesticides				

Processes				
Work at heights	✓			Other (list below)
Confined spaces				
Outdoors				
Hot works				

Work Organisation				
Lone working		Workload		Other (list below)
Violence and aggression		Stress		
Driving		Working hours		
Contractors				

Other				
Cuts/burns	✓			Other (list below)

# Risk assessment form (example)

Company/Organisation *Home*

Assessor *J.Smith*

## Activity/task

Complete the relevant details of the activity being assessed

*Changing a light bulb on a top landing.*

## Hazards

All hazards associated with the activity should be entered here. See over

- *Electricity, cuts and burns from hot glass bulb, working at height or in darkness.*
- *Electric shock if power is not correctly isolated.*
- *Cuts or burns while removing bulb from fitting.*
- *Fall from height if incorrect means of access used.*

## Those at risk

e.g. staff, public and others

*1 person fitting bulb. Others in area.*

## Current control measures

List current control measures

- *Isolate electricity supply to ensure power is not switched on accidentally.*
- *Remove bulb when cool and handle carefully.*
- *Place bulb in a suitable container for disposal e.g. use box containing new bulb.*
- *Use safety steps to gain access to bulb holder.*
- *Use a torch if required.*

With these controls the risk is (circle)

Unacceptable

Further  
controls  
required

Adequately  
controlled

## Further control measures required

List further action needed to adequately control risks

- *Consider replacing bulb with low energy long life type. Lasts longer and therefore requires changing less often.*

Date  
Initial

*6/7/04*

*J.S.*

Use a new box each time this assessment is reviewed

### Safe and Healthy Working partners

Health Scotland, Federation of Small Businesses, HSE Scotland, Edinburgh Trade Union Centre, Local Authority Environmental Health, Job Centre Plus, NHS Boards, NHS Health Promotion, NHS Occupational Health & Safety, OHSAS, RCN Occupational Health Nurses Forum, SALUS, Scottish Executive Health Department, Scotland's Health at Work, Scottish Health and Safety Revitalisers Forum, Society of Occupational Medicine, STUC