



Health & Safety Policy

Contents

1. Introduction	3
Responsibility	3
2. The Law	3
3. Statement of intent	3
4. Special Roles	4
Chief Executive and Health & Safety Administrator	4
First Aid Officers	4
Fire Warden.....	5
Operations Staff	5
5. Managing Risk	5
6. An Overview of Areas of Risk.....	5
7. External reporting of incidents.....	6
Internal Reporting	7
8. Control of Substances Hazardous to Health (COSHH).....	7
9. Fire Safety	8
9.1 Office Base.....	8
9.2 Working late	9
9.3 Risk Assessment	9
9.4 Fire Drills	9
9.5 Equipment Testing.....	10
9.6 Disabled Persons	10
9.7 Visitors/the Public	10
10. Fair Deal Services	10
10.1 Fire Safety in people's own homes	10
10.2 Fair Deal's Responsibility to staff working in services.	11
10.3 Fire Drills	11
10.4 Equipment Testing.....	11
10.5 Risk Management Plan.....	11
Document Information.....	12
Amendment History	12

Fair Deal Health & Safety Policy

1. Introduction

This broad policy applies to everyone who is employed by Fair Deal including volunteers, board members and people who use Fair Deal's services. Fair Deal is responsible for:

- Fair Deal employees or others who provide services
- People who use Fair Deal services
- The general public

Fair Deal must therefore ensure that it conducts its business in ways which are as safe and healthy as possible. Fair Deal is not just morally obliged to do this but obliged by law and contract.

Responsibility

Fair Deal provides services for people with learning disabilities and has responsibility for safety and security in the workplace or places where the work of the organisation is carried out (peoples own houses, colleges, the wider community) The table below outlines the varying and shared responsibilities of employer and employee:

Employer's responsibilities	Employee's responsibilities	Board/Director's responsibilities
Planning safety & security. Providing information about safety & security. Updating systems and procedures.	Using the systems and procedures correctly. Reporting flaws or gaps in the systems or procedures when in use.	The Board will endorse the organisations Health & Safety policy. The Chief Executive is ultimately responsibility for the organisation's policy, procedures and arrangements and for the implementation of such.

2. The Law

As an employer and a provider of social care, Fair Deal's operations are covered by the Health and Safety at Work Act 1974 (HASAWA) This Act has been updated and supplemented by many sets of regulations and guidelines, which extend it, support it or explain it.

3. Statement of intent

The Health and Safety at Work Act (1974) imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the policy of Fair Deal so far as is reasonably practicable, to ensure that responsibilities for safety and health are assigned, accepted and fulfilled at all levels of the organisation that all practicable steps are taken to manage the health, safety and welfare of all employees, people who use our services, students on placement and volunteers at Fair Deal premises.

1. It is the intention of Fair Deal, so far as is reasonably practicable, to ensure that:
 - a) The working environment of all employees and volunteers is safe, and without risks to health, and that adequate provision is made regarding the facilities and arrangements for their welfare at work.
 - b) The provision and maintenance of machines, equipment and systems of work are safe and without risks to employees' health, and any other person who may be affected with regard to any premises or operations under our control.

- c) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
 - d) Adequate information is available with respect to machines and substances used at work detailing the conditions and precautions necessary to ensure that when properly used they will be safe and without risk to health.
 - e) Employees are provided with such instruction, training and supervision as is necessary to secure their health and safety.
 - f) Risks or potential risks in relation to the actions and choices of the people using Fair Deal services are properly identified, assessed and recorded within each persons Support Plan. Furthermore, guidelines and strategies to reduce risks, (whilst taking account of choice and autonomy) must be fully recorded within the Support Plan and evidenced in practice.
 - g) The Health and Safety Policy will be reviewed and updated as and when it is necessary. Communication of any such changes will be made to all employees.
2. It is the duty of all employees and volunteers at work to ensure:
- a) That reasonable steps are taken to safeguard the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
 - b) Co-operation with the Board of Directors so far as is necessary to ensure compliance with any duty or requirement imposed on the employer, or any other person, under any relevant statutory duties.
 - c) Assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.

4. Special Roles

Chief Executive and Health & Safety Administrator

Fiona Dunwoodie is current Chief Executive. Samantha McInnes (BST Team Leader) currently holds the role of Health & Safety Administrator. These roles share the responsibility for Health & Safety for the whole organisation. The Operations Manager and Team Leaders have specific responsibility for Fair Deal services, while the Health & Safety Administrator has specific responsibility for the office base.

Both individuals are responsible for:

- Checking that Organisational Health & Safety policies are implemented and that local Health & Safety policies are developed as required
- Checking that policies are all in place in all teams and adhered to by service personnel
- Checking that the policies are effective in safeguarding health and safety and meet the necessary legal standards
- Offering advice and guidance to teams/departments that need help developing and implementing policies, assessments, risk assessments and reviews as required and no less than annually
- The collection of any accident, incident or other relevant data
- Ensuring that the Chief Executive is alerted to any serious incidents and/or breaches of policy
- Contacting any external agencies regarding specific incidents or accidents
- Carrying out investigation and debriefing in the event of a serious incident

First Aid Officers

Office: Two employees: Morgan Cochrane and Lauryn McManus have been trained to administer First Aid.

Services: All support workers are trained to deliver basic emergency first aid.

Fire Warden

Office: Fiona Dunwoodie (Health & Safety Administrator) is the designated fire warden for the Fair Deal office.

Operations Staff

The Operations Manager, Team Leaders and the Quality and Development Manager are responsible for the implementation of all policies and procedures relating to health and safety, and fire safety for their particular services. They report directly to The Chief Executive.

5. Managing Risk

The nature of Fair Deal's work makes it unlikely that all risks can be eliminated. Fair Deal supports individuals to lead their own lives, and an independent life carries with its certain inherent risks. However, we are under an obligation to minimise risks where possible. There are three different groups of people we must always think about when assessing risk:

1. The person we are supporting
2. Support Staff
3. Other members of the public

All three groups of people are important, and we must take seriously risks to any of these groups. It is especially important for employees to remember that, even though they may be employed to support someone, they still have a fundamental duty to take care of themselves and to ensure their own safety.

IDENTIFY RISKS	Be very specific about anything bad that you think might feasibly happen. Pay attention to any problems that have occurred before
IMAGINE POSSIBLE RESPONSES	Identify anything you could do to reduce or remove the risk of that event. At that stage it is worth quickly identifying a whole range of possible responses.
EVALUATE RESPONSES	Think through the consequences of any feasible response to check whether it does reduce risk and identify the best response(s) to the risk.
CONSULT	Where possible discuss the matter with all those directly involved and ensure that you listen carefully to everyone's point of view.
ACT	Implement the necessary actions while explaining why you are doing this.
DOCUMENT	If any issue is likely to be a recurring one then it is important to document the necessary action.

6. An Overview of Areas of Risk

Below is a summary of key risk areas presently identified, broken down into certain key categories:

Risk Category	Identified Risks
----------------------	-------------------------

Person-specific risks	Behaviour harmful to others Self-injurious behaviour Mental health problems Health or disability related risks Communicable risks Moving and assisting injuries Intimate care
Lifestyle risks	Diet Food hygiene Smoking Use of drugs Drinking Management of money Sex – abuse and or exploitation
Risks in the home	Health and medicine Home security Fire in the home Dangerous substances Safety equipment Property and appliances
Risks outside the home	Travel and transport Personal safety Financial safety
Risks in the office	Fire safety in the office Use of computers (DSE workstation use) Hygiene Wiring and electrical safety Security
Employee specific risks	Risks to women who are pregnant

The Chief Executive and Health & Safety Administrator will work with each Department to ensure that it has policies in place in all the areas required.

7. External reporting of incidents

Certain incidents must be reported to the HSE (Health and Safety Executive). The details of how and when to report incidents are contained in a law called RIDDOR '95 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). A guide to reporting

accidents and incidents at work regulations 2013 (RIDDOR) should be held with accident books at both Fair Deal's office base and supported living services.

Essentially the relevant guidance is that you must report any accidents which involve:

- Death or major injury
- An injury which leads to over 7 days absence from work
- A reportable disease
- An incident which could have caused one of the above

Reporting is done to the local enforcing authority for Health and Safety:

Environmental Health Department
Glasgow City Council - Land and Environmental Health
Glasgow City Chambers
G2 1DU

Tel: 0141 287 2000

It is the duty of the Chief Executive and Health & Safety Administrator to contact the HSE as a matter of urgency. It is the duty of all members of Fair Deal to inform the Chief Executive and Health & Safety Administrator as soon as possible after a major incident.

Internal Reporting

Accident and incident reporting forms are available in each Fair Deal workplace and all accidents and incidents are recorded on these forms. Accident and incident forms must be completed for every incident, accident or near-miss and returned immediately without delay to the duty manager. If the accident or incident occurs on a weekend the incident or accident must be reported immediately to the on-call manager.

If there is a major accident or incident the most important thing is to deal with the incident and to plan to reduce the risk in the future. A major accident or incident includes:

- Death or major injury
- Any hospitalisation or use of emergency medical services
- Self-injury
- Food poisoning
- An injury which leads to any absence from work
- A reportable disease
- An incident which could have caused one of the above
- Any peculiar or unusual behaviour
- Violence towards staff or the public
- Anybody missing for a significant period

A duplicate copy of the accident or incident form will be sent to the Chief Executive and Health & Safety Administrator. The Health & Safety Administrator will collate this information to draw up reports to the Health & Safety Group.

8. Control of Substances Hazardous to Health (COSHH)

The COSHH regulations apply to substances which have been identified as toxic, corrosive or irritant. This includes cleaning materials, pesticides, acids, disinfectants and bleaches, and naturally occurring substances such as blood, bacteria, etc (this list is not exhaustive) and workplaces may have other hazardous substances which are particular to the nature of the work being carried out).

The health and safety executive states that employers must take the following steps to protect employees from hazardous substances:

- Step 1** Find out what hazardous substances are used in the workplace and the risks these substances pose to people's health.
- Step 2** Decide what precautions are needed before any work starts with hazardous substances.
- Step 3** Make sure control measures are used and maintained properly, and that safety procedures are followed.
- Step 4** If required, monitor exposure of employees to hazardous substances.
- Step 5** Carry out health surveillance where assessment has shown that this is necessary, or COSHH makes specific requirements.
- Step 6** Make sure employees are properly informed, trained and supervised.

Every workplace must have a COSHH file, which should be easily accessible to all staff. This file lists all the hazardous substances used in the workplace. It should detail:

- Where they are kept
- How they are labelled
- Their effects
- The maximum amount of time it is safe to be exposed to them
- How to deal with an emergency involving one of them.

Employees working with hazardous substances must make sure that they take the precautions detailed in the COSHH file. This may be wearing gloves or protective aprons. The COSHH file will also give you information about how to store hazardous substances. This will involve using the same containers as supplied by the manufacturers. All containers must have safety lids and caps and must be correctly labelled. Never use the container of one substance for storing another and never change the labels.

COSHH in Fair Deal

Fair Deal's main business is supporting people in their own homes and in the wider community. The main health and safety risks in relation to hazardous substances is from cleaning agents such as bleach and other household cleaning materials, and in some instances from bodily fluids when people require support with intimate personal care and in the disposing of soiled continence equipment. Similarly, the risks in the office from hazardous substances are from cleaning agents.

COSHH Procedure

Each Team Leader and in the case of Fair Deal's office base, the Health & Safety Administrator will maintain a COSHH folder and complete the Fair Deal COSHH Assessment (see Appendix 1 for COSHH form) This assessment collates information about hazardous substances from support services and the Fair Deal office base. The information contained in these folders will be checked quarterly.

In addition, specific information about the safe use/handling/ or disposal of hazardous substances in relation to each person using Fair Deal's services will be recorded in section 4 (Keeping the person safe) of the person's support folder.

9. Fire Safety

In relation to fire safety, Fair Deal has set out the procedures relating to Fair Deal's office base and Fair Deal services.

9.1 Office Base

The purpose of the following procedures is to ensure that all persons are protected from harm caused by fire on Fair Deal premises or on adjoining premises

Health & Safety Policy

Published 02/05/2025

Page 8 of 21

Version 8

Classification: Business Use

and to ensure that all employees comply with the fire safety procedures set down by Fair Deal. In the event of a fire in the office, instructions for evacuation are displayed at the fire exits and all rooms throughout the office. Each employee will be instructed in all relevant parts of the procedure during their induction.

On discovering a fire:

- Sound the alarm
- Dial 999 to call the fire service
- Get yourself safely out of the premises and stay out

On hearing the fire alarm:

- Ensure (as far as is possible) that all persons are alerted
- Leave the building by the front or rear exit
- Close all doors behind you
- Report to the assembly point at 351 Tormusk Road outside the main gate
- Do not use the lift
- Check to ensure that someone has called the Fire Service - Dial 999
- The attendance registers for staff and visitors, both retained at reception, will be uplifted by reception staff upon evacuation, to be used to assist with the headcount at the assembly point
- Do not re-enter the building under any circumstances unless authorised to do so
- Staff, who in the course of their work must leave the building, will ensure the attendance register has been updated so that unnecessary and perhaps dangerous search operations are not undertaken in an emergency.

9.2 Working late

- Should only one person be working late, it must be ensured that they are familiar with what steps must be taken in an emergency. Staff who work alone in the office for any period should refer to the procedure within Fair Deal's lone working policy.

9.3 Risk Assessment

1. The Fire (Scotland) Act 2005 requires a risk assessment to be carried out to identify the fire risks present at all work premises.
2. An assessment of the fire risks will be carried out for Fair Deal office by the Health & Safety Administrator and for Fair Deal services by the Team Leaders. Risk assessments will be filed in the office Health & Safety folder and for services in each persons' support folder.
3. The assessment will identify possible ignition sources, combustible materials (such as piles of paper, storage of flammable materials etc.), working practices which give rise to fire risk (such as electric heaters being left on overnight), suitability of escape routes, fire detection/control systems, personnel who may be affected by fire and training needs of staff. In addition, services staff will pay particular attention to the choices, lifestyle and support needs of people using Fair Deal services in relation to fire risk (See section 10.1)
4. Where necessary, the existing fire policy and procedures will be amended to reflect any improvements deemed necessary by the risk assessment.
5. The assessment will be reviewed in the event of any significant change to operating practices, office or equipment, materials used etc and, in any case, on a regular basis.

9.4 Fire Drills

A complete evacuation of all employees will take place at least every six months. The date and time will be unannounced. A record will be kept detailing the time and date of each drill,

length of exit time, and any points arising from that drill by the Health & Safety Administrator. It should be noted that the Fire drill only applies to that section of the building occupied by Fair Deal. Fire Drills and Fire alarm checks are carried out by Ardenglen Housing in negotiation with Fair Deal.

9.5 Equipment Testing

Fire extinguishers are examined and certified annually by West Coast Fire Ltd. This inspection will be recorded in a fire systems logbook. The fire alarm system will be formally inspected and tested by Ardenglen Housing Association on an annual basis. This inspection and test will be recorded in the fire systems logbook by the Health & Safety Administrator. The emergency lighting system will be formally inspected and tested by Ardenglen Housing Association and recorded in the Fire Systems logbook.

9.6 Disabled Persons

Fair Deal recognises the need to plan to assist people with disabilities to leave the building in the event of an emergency developing. This will include staff with a disability and the general public who may suffer from poor eyesight, a hearing impairment or who have a learning or physical disability.

9.7 Visitors/the Public

It is part of the safety policy that visitors to any office of Fair Deal will be accompanied at ALL times by an employee. It is not anticipated that there will be a need for members of the public to proceed beyond the reception or interview rooms. In the event that the fire alarm is sounded, it is the responsibility of the employee escorting the visitor to ensure that their visitor is directed safely from the building to the assembly point. All visitors and members of the public must sign in and out of the building.

10. Fair Deal Services

A major part of Fair Deal's business is conducted in the homes of people with learning disabilities or the homes of parents/carers of people with learning disabilities or in local authority day centres, further education colleges, or in the case of people we are supporting in employment, premises run by other private, public or voluntary organisations.

It must be noted that Fair Deal is not a housing provider.

10.1 Fire Safety in people's own homes

Fair Deal is registered with Scottish Care and Social Work Improvement Scotland (SCSWIS) to provide Support Services (with Care at home) and Housing Support Services. Within the work undertaken to support people to sustain their own mainstream tenancies. Fair Deal staff have a clear responsibility to provide the people using Fair Deal services advice and support in relation to living safely at home, this includes advice on Fire safety. Fair Deal undertakes to give advice about fire safety to everyone using Fair Deal services, however the support needs of the people using Fair Deal services are diverse and people's level of compliance in relation to the advice given varies. A description of support (guidance and advice) given in relation to fire safety is recorded in the persons support folder (section 4 keeping the person safe) fire escape plans for each person using Fair Deal services who is a householder or joint householder (this does not apply to people who are living in the home of a parent or other family member) are drawn up and filed in the persons support folder. Fair Deal team leaders have liaised with the local fire prevention officer and copies of the fire plans are held by the fire service vulnerable persons scheme along with any helpful additional information. Fire home safety visits are carried out yearly, risks reviewed, and procedures updated.

Fire risk assessments at Fair Deal's HMO properties at Hickman St, Cairngorm Rd and the drop in flat will be reviewed yearly.

10.2 Fair Deal's Responsibility to staff working in services.

Fair Deal has a clear responsibility for staff wellbeing and safety as set out in HASAWA (1974) and specifically in relation to fire, the Fire Precautions (Workplace) Regulations 1997 (as amended). All staff are trained in fire safety. Advice from the fire service is for people not to try to tackle a fire but to call 999 and follow procedures at each location.

10.3 Fire Drills

Fire drills in respect of the 77 Stravanan Road flats and staff flat are held twice per year.

Fire drills in respect of Fair Deal's HMO properties at Hickman St and Cairngorm Rd are held quarterly.

All of the other people using Fair Deal services live either on their own or with one other person or with a parent or other family member. It is therefore not practicable to hold fire drills in the usual way. Instead, everyone who is not living with a parent or other responsible family member has a fire escape plan drawn up which is recorded in their support folder. All housing associations now provide smoke detectors that are integral to the houses' electrics.

At any venue Fair Deal uses for its activities there will be Health and Safety Walk rounds every 3 months to ensure that these premises are meeting statutory safety requirements, ensuring fire safety drills take place will be part of this.

Fair Deal conducts fire evacuation drills quarterly at each venue, this is out with the venues' own statutory fire drills. All drills are recorded in the fire safety folder.

10.4 Equipment Testing

All fire safety equipment held within HMOs, Fair Deal has responsibility for and will have an annual review to ensure they are fit for purpose. All systems in place will be subject to ongoing review and monitoring and will be maintained by a qualified contractor, this applies to premises at 12 Hickman St, Glasgow and 25 Cairngorm Rd Glasgow.

10.5 Risk Management Plan

If it is deemed that there is fire risk in relation to particular individuals using Fair Deal services due to their behaviour/lifestyle choices, for example smoking in bed, using the cooker whilst under the influence of alcohol or using unsafe electrical equipment then Fair Deal staff must complete a risk assessment and use this to highlight concerns to the persons care manager. A risk management strategy will be worked out with the person by either Fair Deal staff or the person's Care Manager, or jointly by Fair Deal and the Care Manager. In the absence of a Care Manager contact should be made with the relevant Social Work duty worker and where there is an immediate risk to the person an AP1 (Adult Support and Protection) referral may be required.

End of Policy

Document Information

Document Ref:	Health & Safety Policy
Version:	8
Date of Version:	02/05/2025
Created By:	Anne Marie Borthwick
Approved By:	Fiona Dunwoodie
Confidentiality Level:	Controlled: Uncontrolled if printed

Amendment History

Date	Version	Created By	Description of Change
15/05/2019	2	Elaine Davidson	Added Front Cover and amended Footer
05/11/2019	3	Elaine Davidson	Removed old version of Appendix 2 ERA form and input current ERA Form
14/11/2019	4	Elaine Davidson	Amendment to point 4. Special Roles Chief Executive & H&S Administrator name changes
13/10/2021	5	Fiona Dunwoodie	Amendment to fire warden and H&S administrator and first aiders due to change in personnel Amendment to working late section to include ref to lone working policy
12/01/2022	6	Fiona Dunwoodie	Amendment to named H&S administrator
09/11/2022	7	Fiona Dunwoodie	Addition of detail in internal reporting
02/05/2025	8	Anne Marie Borthwick	Change to office bearers' names Change to First Aiders Removal of Fire alarm info at 77 Stravanan Rd

Signatures

Tracey McFall - Chair of Board of Trustees:

Date:

Paul Allen - Vice Chair of Board of Trustees:

Date:

Fiona Dunwoodie - Chief Executive:

Date:

Appendix 1: Fair Deal COSSH

Area (Team or Office)

Date of assessment

A. Identify dangerous substances	B. Identify the service(s) areas or department in which the hazardous substance(s) are present	C. Identify the particular risks to Health & Safety (In relation to staff and people using the service)	D. Describe the steps/precautions taken to minimise risks	E. Describe any additional measures needed or further action required	F. Review date

Name:	Address:	Further assessments required:	Category of those persons involved in or affected by the task:	Special Groups: (Where individual assessments will be required)	
Date:	Assessor Name:	Please tick below			
		Fire			
		COSHH	People we Support		People we Support
		Manual Handling	Employee		Employee
		Display Screen Equipment	Contractors		Contractors
		Nursing / expectant Mothers	Visitors		Visitor
		Young Persons	Others		Others

Category	Hazards Identified	Potential Outcome (P)	Current Control Measures in Place or Proposed	Likelihood (L)	Score P x L = R	Risk		
						H	M	L
PHYSICAL ENVIRONMENT								
Close / garden area (e.g. paths, steps, fences, gates, general security, issues for people with mobility problems or poor road safety awareness, external lighting)								

Heating systems (e.g. issues for people with limited safety awareness of very hot water or radiators, or unguarded heaters, temperature control for healthy living and working environment)						
Ventilation (e.g. adequacy of ventilation, particularly in enclosed areas, excessive draughts)						
Lighting (e.g. adequacy of lighting and emergency lighting)						
Electrical appliances (e.g. safe positioning of kitchen and other appliances, safe positioning of kettle, microwave and other leads, annual check on safety of appliances e.g. phone chargers, hair straighteners etc.)						
Tripping hazards (e.g. safe state of floor and stair coverings, carpets)						

and rugs, locations of wires and Furniture)						
Obstruction hazards (e.g. ramps, steps, stairs, passages and fire exits must be kept clear)						
Office risks (e.g. position of cabinets, risk of repetitive strain from use of computers and VDU)						
Space standards (e.g. risks from crowded use of kitchen space, cluttered rooms etc.)						
Location of goods and appliances (e.g. safe positioning, fixing and maintenance of furniture, white goods and equipment)						
Security of tall objects (e.g. wardrobes, stacked objects and shelving)						
Secure fittings (e.g. damage to curtains or blinds, kitchen or bathroom fittings, light fittings, handrails and guardrails)						

FIRE SAFETY

Regular systems to check alarms, evacuations routes, and fire extinguishers and blankets)						
Assessment of fire risk for specific individuals (e.g. tenants with hearing, visual and mobility difficulties)						
Promotion of safe smoking practices						
<p>Staff working at the venue are clear about fire evacuation procedures. Please attach fire evacuation procedures to this risk assessment.</p> <p>Fire drills are carried out as per instruction in Fire Safety Logbook HMO's and Day Opps</p>						
Assessment of potential fire risks (e.g. inappropriate, appliances, furniture, furnishings, flexes,						

storage or layout of items)						
HAZARDOUS SUBSTANCES / MEDICATION						
COSHH information (identification, handling, storage of hazardous substances)						
Safe storage of medication						
Safe management of accidents (e.g. stocking of first aid box, emergency first aid training for staff, completion of Accident Book and H&SE notification)						
LIFTING, MOVING AND HANDLING						
Assessment of manual handling operations and associated risks of injury						
Written instructions for regular lifting tasks						
Correct maintenance and use of mechanical aids						

Training for workers						
WORKER STRESS						
Assessment of potential stress for staff (e.g. length of shifts, working in isolation, exposure to personal abuse, nature of support task, adequacy of staff support and welfare systems)						
ANY OTHER IDENTIFIED AREAS						

Potential Outcome (P)					X	Likelihood Given Controls in Place (L)					Risk Rating Table		
10	8	5	3	1		10	8	5	2	1	40 – 100	15 – 39	1 – 14
Fatality	Severe injury	Lost time injury	Minor injury	No injury		Certain / imminent	Very likely	Likely	Unlikely	Remote	HIGH	MED	LOW

-
- ✓ **If P x L (with existing controls) give a risk > 39 discontinue activity immediately. Inform line manager, only resume when risk has lowered with additional ¹ control measures**
-
- ✓ **If risk is greater than > 14 but less than < 40 continue activity with phased implementation or further control measures.**
-
- ✓ **If risk is less than < 15 continue activity and review at appropriate intervals.**

Action required (note any temporary action / control measures required):	Review Date	Action Completed Name & Date

Further actions that may require longer-term consideration:	Review Date	Action Completed Name & Date

If any issues are outstanding from the 'Action Review' date, detail the reasons:

Signature:	Date:

Assessment Review Date (as required):	Assessment Review Date (as required):
New risk assessment required: Yes / No	New risk assessment required: Yes / No
Completed by (Name):	Completed by (Name):
Signature:	Signature: