



Risk Assessment - Store & Workshop Operations

Risk Criteria

Frequency (F):	4 - Repetitive 3 - Daily 2 - Weekly 1 - Infrequent
Likelihood (L):	6 - Certain 5 - Very Likely 4 - Likely 3 - Possible 2 - Unlikely 1 - Very Unlikely
Severity (S):	6 - Fatality 5 - Severe Injury 4 - Lost time > 3 days 3 - Lost time < 3 days 2 - Minor injury 1 - No injury
Personnel (P):	4 - >30 3 - 16-30 2 - 5-15 1 - 1-4

Notes on calculating risk factor: $(L+F) \times (S+P) = \text{Total}$

0 - 20 = Low risk

21 - 50 = Medium risk

51 - 100 = High risk

Hazards Present - Fire

Fire risk Assessment carried out

All fire appliances checked and working

Equipment PAT tested.

Fire drill in line with FC.

Full egress available from building.

Emergency lighting working refuse kept to a minimum.

Inflammables stored correctly.

Staff training.

No smoking.

Frequency Risk	Likelihood Risk	Severity Risk	Personnel Risk	Combined Risk Factor	Who is at Risk	Further Action Required
3	2	2	1	15	Those using equipment Possible 3rd parties	Continuous monitoring to ensure risks continue to be minimised. Implementation of new working methods if a better or more suitable alternative is found.

Risk Assessment - Store & Workshop Operations (cont.)

Hazards Present - Trip, Slip, Fall Hazards

Risks minimised by constant environment review.

Staff Training.

Use of health & safety manual.

Wet floor sign present.

Floor areas kept clear.

Adoption of 'what does good look like'

Use of steps discouraged by low level storage. If used, steps should be supported by colleague.

Frequency Risk	Likelihood Risk	Severity Risk	Personnel Risk	Combined Risk Factor	Who is at Risk	Further Action Required
4	3	2	1	21	Those using equipment Possible 3rd parties	Continuous monitoring to ensure risks continue to be minimised. Implementation of new working methods if a better or more suitable alternative is found.

Hazards Present - Chemical Exposure

Chemicals kept away from public

Chemicals stored correctly

COSHH included in staff handbook, health and safety folder and staff training.

Data sheets held on site

Skin safety centre available to staff

Gloves, masks and glasses available to staff.

Use of correct containers.

Frequency Risk	Likelihood Risk	Severity Risk	Personnel Risk	Combined Risk Factor	Who is at Risk	Further Action Required
3	1	6	1	28	Those using equipment Possible 3rd parties	Continuous monitoring to ensure risks continue to be minimised. Implementation of new working methods if a better or more suitable alternative is found.

Risk Assessment - Store & Workshop Operations (cont.)

Hazards Present - Displays & Stands

Displays secure.

No products stored at height.

Hire equipment stored securely in robust stands manufactured for purpose.

Frequency Risk	Likelihood Risk	Severity Risk	Personnel Risk	Combined Risk Factor	Who is at Risk	Further Action Required
3	2	2	1	15	Those using equipment Possible 3rd parties	Continuous monitoring to ensure risks continue to be minimised. Implementation of new working methods if a better or more suitable alternative is found.

Hazards Present - Tools

Tools stored safely.

Tools conform to power regs.

Tools not left on counters or in public areas.

Only competent persons to be able to use power tools.

Tools regularly replaced to ensure integrity.

Frequency Risk	Likelihood Risk	Severity Risk	Personnel Risk	Combined Risk Factor	Who is at Risk	Further Action Required
3	3	2	1	18	Those using equipment	Continuous monitoring to ensure risks continue to be minimised. Implementation of new working methods if a better or more suitable alternative is found.

Hazards Present - Interaction with Public

Staff handbook contains protocols re robbery and theft.

Minimisation of lone working.

Use of FC Emergency procedure manual.

Frequency Risk	Likelihood Risk	Severity Risk	Personnel Risk	Combined Risk Factor	Who is at Risk	Further Action Required
4	2	2	1	18	Staff 3rd parties	Continuous monitoring to ensure risks continue to be minimised. Implementation of new working methods if a better or more suitable alternative is found.

Risk Assessment - Store & Workshop Operations (cont.)

Hazards Present - Health & Safety

Health & safety covered in induction.

Health & safety contained in staff handbook.

HSE poster displayed.

Reporting of accidents.

Public not allowed in workshop areas.

Frequency Risk	Likelihood Risk	Severity Risk	Personnel Risk	Combined Risk Factor	Who is at Risk	Further Action Required
4	2	2	1	18	Those using equipment Possible 3rd parties	Continuous monitoring to ensure risks continue to be minimised. Implementation of new working methods if a better or more suitable alternative is found.

Hazards Present - Child Protection

Instigation of above procedures.

Guides are enhanced CRB checked.

Written child protection policy.

Avoidance of lone 1:1 working.

Frequency Risk	Likelihood Risk	Severity Risk	Personnel Risk	Combined Risk Factor	Who is at Risk	Further Action Required
4	3	6	1	49	Those using equipment Possible 3rd parties	Continuous monitoring to ensure risks continue to be minimised. Implementation of new working methods if a better or more suitable alternative is found.

