

## BASC RISK ASSESSMENT FORM



Activity Description:	R.A. Identification No:
Location:	
Are other specialist Assessments required - <b>Yes/No</b> <i>(if Yes please attach current copy)</i>	Is the work covered by an existing instruction - <b>Yes/No</b> <i>(if Yes please specify number)</i>
Assessment produced by:	Assessment Review Date:
Are special waste involved - <b>Yes/No</b> <i>(if Yes please attach current copy)</i>	Signature: <span style="float: right;">Date:</span>

1 <b>Hazard and hazard effect</b> List here:	2 <b>Who might be harmed?</b> List groups of people who are especially at risk from the significant hazards which you have identified:	3 <b>Is the risk adequately controlled?</b> List existing controls here or note where the information may be found:	4 <b>What further action is necessary to control the risk?</b> List the risks which are not adequately controlled and the action you will take where it is reasonably practicable to do more. You are entitled to take cost into account, unless the risk is high:	5 <b>Who is responsible for the actions?</b> Person responsible and by when:		
				Person	Date for completion	Date completed

## Guidance to 5 Step Risk Assessment Form

1 Hazard	2 Who might be harmed?	3 Is the risk adequately controlled	4 What further action is necessary to control the risk?	5 Who is responsible for doing the work?
<p>Look only for the hazards which you could reasonably expect to result in significant harm under the conditions in your work place. Use the following examples as a guide:</p> <ul style="list-style-type: none"> <li>• Slipping/tripping hazards</li> <li>• Fire (for example from flammable materials)/welding/burning</li> <li>• Electricity (for example poor wiring)</li> <li>• Chemicals (for example battery acid)</li> <li>• Gas, fume, dust</li> <li>• Moving parts of machinery</li> <li>• Fume (for example welding)</li> <li>• Work at height</li> <li>• Manual handling</li> <li>• Ejection of material</li> <li>• Noise</li> <li>• Pressure systems</li> <li>• Poor lighting</li> <li>• Vehicles (for example fork lift trucks)</li> <li>• High/low temperatures</li> <li>• Radiation/contamination/airborne activity</li> <li>• Hazards to the environment</li> <li>• Confined spaces</li> <li>• Suspended loads</li> <li>• Lone working</li> <li>• Spills</li> <li>• Explosion</li> <li>• Any other hazards</li> </ul> <p>You only get a clear picture by looking at the work area.</p>	<p>There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, for example:</p> <ul style="list-style-type: none"> <li>• Office staff</li> <li>• Maintenance personnel</li> <li>• Contractors</li> <li>• People sharing your work place</li> <li>• Operators</li> <li>• Cleaners</li> <li>• Members of the public</li> </ul> <p><b>Pay particular attention to:</b></p> <ul style="list-style-type: none"> <li>• Staff with special needs</li> <li>• Inexperienced staff</li> <li>• Visitors</li> <li>• Lone workers</li> <li>• Pregnant women</li> </ul> <p>They may be more vulnerable</p>	<p><b>Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:</b></p> <ul style="list-style-type: none"> <li>• Adequate control measures</li> <li>• Adequate information, instruction or training?</li> <li>• Adequate systems or procedures?</li> <li>• Adequate protective equipment</li> </ul> <p><b>Do the precautions:</b></p> <ul style="list-style-type: none"> <li>• Meet the standards set by a legal requirement?</li> <li>• Represent good practice?</li> <li>• Comply with a recognised industry standard?</li> <li>• Reduce risk as far as reasonably practicable?</li> </ul> <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules etc giving this information.</p> <p>List other risk assessments, if applicable, for example COSHH, noise etc.</p>	<p><b>What more could you reasonably do for those risks which you found were not adequately controlled?</b></p> <p>You will need to give priority to those risks that affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:</p> <ul style="list-style-type: none"> <li>• Remove the risk completely</li> <li>• Apply a less risky option</li> <li>• Prevent access to the hazard (for example by guarding)</li> <li>• Organise work to reduce exposure to the hazard</li> <li>• Issue personal protective equipment</li> <li>• Provide welfare facilities (for example washing facilities for removal of contamination and first aid)</li> <li>• Include immediate short-term actions; for example erect warning notice and/or barriers.</li> </ul>	<ul style="list-style-type: none"> <li>• List person who will do the work for immediate actions (for example erect barriers or notice)</li> <li>• List the person responsible for long term actions (for example arrange engineering work to remove hazard)</li> <li>• Record the target date for completing the job</li> </ul> <p>Ensure that the team is briefed on the precautions.</p>