

# THE COCKPIT

## Risk Assessment

<b>Department</b> <b>The Cockpit</b>		<b>Risk Assessment number</b> DJ/29/07/2020	<b>Date.</b> 29th July 2020
<b>Review due date</b> 29th July 2021			
<b>Activity</b> Maintenance and support service working	<b>Location</b> The Cockpit	<b>Name of Assessor/s</b> Deb Jones	
<b><u>Appendix A contains</u></b>			
<b><u>Legislation Considered.</u></b> <ul style="list-style-type: none"><li>• Health and Safety (Display Screen Equipment) Regs</li><li>• Health and Safety at Work Act.</li><li>• Manual Handling Operations Regulations.</li><li>• Working at Height Regulations.</li><li>• Electricity at Work Regulations.</li><li>• Control of Substances Hazardous to Health Regs.</li><li>• Regulatory Reform (Fire Safety) Order</li><li>• Management of Health and Safety at Work Regs</li></ul>		<b><u>HSE Risk Matrix</u></b> <p>To be assessed before and after control methods.</p> <p>Risk rating to be expressed numerically.</p>	<b><u>General considerations</u></b> <p>General Causes of injuries and hazards.</p> <p>Examples of good practice.</p>

<u>Initial Risk Assessment</u>					<u>Re-assessed Risk Assessment</u>			
<u>Persons at Risk.</u> Staff and those on work experience	<u>Severity Hazard (SH)</u> <u>Likelihood of Risk (LR)</u> <u>Initial Risk Level (IRL)</u>	SH	LR	IRL	<u>Control Methods</u>	SH	LR	IRL
<b><u>Activities</u></b>	<b><u>Hazards</u></b>							
<b>Access and Egress to work areas</b>	<ul style="list-style-type: none"> <li>• Trip over objects</li> <li>• Slip on spillages</li> <li>• Impact injuries</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• Visual assessment to be carried out before commencing work in areas other than the persons own office.</li> <li>• Area to be assessed as safe before commencing work.</li> <li>• Good housekeeping by all staff carried out.</li> <li>• The work area is to be well lit.</li> <li>• No trailing leads or cables are to be in the office area.</li> <li>• No obstruction is permitted in the office walk ways or corridors.</li> <li>• Office cleaned and rubbish removed daily.</li> </ul>	3	2	6
<b>Carrying heavy items.</b>	<ul style="list-style-type: none"> <li>• Back injury</li> <li>• Strains and sprains.</li> <li>• Crush injuries.</li> <li>• Impact injury</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• Mechanical means of moving heavy items must be used.</li> <li>• Before purchasing items, consideration must be given to the weight and ease of handling.</li> <li>• Avoid storing items at height.</li> <li>• An assessment is to be carried out before repetitive manual handling operations.</li> <li>• Heavy items not to be store over shoulder height</li> <li>• Supervisors are to assess the physical strength of employees engaged in manual handling, and ensure the item is not beyond the employee's capability.</li> <li>• All regular and repetitive manual handling activities to be risk assessed using the HSE Manual Handling Assessment Chart (MAC) Score Sheet.</li> <li>• Manual handling training to be given to all Central Services Staff.</li> <li>• Confined space working is not to be carried</li> </ul>	4	2	8

<b>Confined space work</b>	<ul style="list-style-type: none"> <li>• Overcome by fumes or gas</li> <li>• Becoming trapped</li> <li>• Asphyxiation</li> <li>• Crush injuries</li> </ul>	5	4	20	<p>out unless an alternative method of work is not a practicable option.</p> <ul style="list-style-type: none"> <li>• A written risk assessment must be carried out for all confined space work, with approval obtained before the work commences.</li> <li>• Routes of escape to be surveyed, and a practice evacuation carried out.</li> <li>• Ventilation to be checked before the work commences.</li> <li>• Environment to be ventilated to remove toxic or flammable gas or vapours.</li> <li>• Adequate lighting to be provided.</li> <li>• Lone working is not to be undertaken, and another member of staff must be within hailing distance.</li> <li>• PPE identified for the task is to be provided, and used.</li> <li>• Supervision to be sufficient for the hazards identified.</li> <li>• Rescue procedure to be established and practiced by those taking part and potential rescuers.</li> <li>• A fully charged hand held radio is always to be carried.</li> </ul>	5	3	15
<b>Working at height.</b>	<ul style="list-style-type: none"> <li>• Fall</li> <li>• Struck by falling items</li> <li>• Trapped</li> <li>• Crush injuries</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Avoid working at height whenever possible.</li> <li>• Assess the task before starting work.</li> <li>• Use appropriate means of working at height i.e. ladder, stepladder and over 5m; use a genie lift, ladder, mobile tower, scaffolding etc.</li> <li>• Fall prevention equipment - netting installed in space between bars on upper gantry.</li> <li>• Appropriate supervision to be provided especially when the work is over 5m high.</li> <li>• Working at height training to be provided.</li> <li>• Two members of staff to carry out the work.</li> <li>• Work area to be cordoned off beforehand.</li> </ul>	5	2	10
							3	12

<b>Hot Work (use of hot flame equipment)</b>	<ul style="list-style-type: none"> <li>• Burns</li> <li>• Fire damage</li> <li>• Smoke inhalation</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Permit to work to be completed whenever hot work is carried out.</li> <li>• Site to be monitored for one hour after hot work has been finished, to check that a fire does not erupt.</li> <li>• Only persons qualified in hot work are to undertake the work.</li> <li>• An appropriate fire extinguisher is to be kept near to the site of hot working.</li> <li>• Hot work is not to be carried out near to highly flammable materials.</li> <li>• A qualified first aider is to be available.</li> </ul>	5	2	10
<b>Drilling into or breaching walls</b>	<ul style="list-style-type: none"> <li>• Exposure to asbestos</li> <li>• Electrocution</li> <li>• Wall collapse</li> <li>• Inhalation of dust/toxic matter</li> <li>• Impact injuries</li> <li>• Cuts</li> <li>• Audio damage</li> <li>• Eye injuries</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• A careful assessment of the wall is to be conducted to identify any potential hazards.</li> <li>• The Asbestos Register is to be examined and if there is asbestos present the work is only to be carried out by a qualified contractor.</li> <li>• Cable detector to be used to provide a profile of electric cables and pipes.</li> <li>• The appropriate equipment must be used when drilling or breaching a wall.</li> <li>• A competency level must be achieved before an employee is given this task.</li> <li>• Housekeeping to reduce the risk of fire.</li> <li>• PPE appropriate for the job to be used i.e. eye protection, gloves, face mask, ear protectors etc.</li> </ul>	5	3	15
<b>Using electrical equipment</b>	<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Fatal injury</li> <li>• Serious injuries</li> <li>• Smoke inhalation.</li> <li>• Puncture wounds</li> <li>• Cuts</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>• Electrical equipment to be PAT tested.</li> <li>• Appropriate equipment to be used for the task.</li> <li>• A qualified electrician must deal with all installation or when deemed appropriate</li> <li>• Fire Alarm System operating and checked regularly.</li> <li>• Sufficient trained fire wardens available and all staff informed of their roles.</li> <li>• Fire risk assessment carried out.</li> <li>• Evacuation plans displayed.</li> </ul>	5	2	10

<p><b>Using electrical equipment</b> (Continued)</p>					<ul style="list-style-type: none"> <li>• Practice evacuations regularly carried out.</li> <li>• Defective, discoloured or damaged cable, sockets or plugs are not to be removed from service and replaced.</li> <li>• No unauthorised appliances are to be allowed i.e. own fan or microwave.</li> <li>• Stacked multi adapters must not be used.</li> </ul>			
<p><b>Replacing electrical components</b> (Lights, plugs etc.)</p>	<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Falls from height</li> <li>• Cuts</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• A dynamic risk assessment is to be carried out to identify any potential hazards.</li> <li>• The skills required to replace the item must be established before a member of staff undertakes the replacement.</li> <li>• Safe system of working to be produced.</li> <li>• When working at height, the appropriate genie, ladder, stepladder or work platform is to be used.</li> <li>• The electrical equipment is to be isolated before the work commences.</li> <li>• A stop to be applied to any circuit before work carried out.</li> <li>• No major electrical work is to be undertaken by a member of staff not qualified for the task.</li> </ul>	4	2	8
<p><b>Cleaning</b></p>	<ul style="list-style-type: none"> <li>• Contact with Biohazards</li> <li>• Allergic reactions</li> <li>• Splash contamination</li> <li>• Cuts</li> <li>• Burns</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• Only approved cleaning materials and equipment is to be used.</li> <li>• The greatest care is required when dealing with body fluids and faeces, when PPE to include eye protection, gloves and face mask, must be worn.</li> <li>• Absorbent granules/disinfectant is to be used when dealing with body fluids etc., and the matter placed into a sealable plastic bag to be disposed safely.</li> <li>• PPE to including eye protection, gloves, washable footwear and clothing is to be issued to all staff carrying out maintenance</li> </ul>	4	2	8

<p><b>Cleaning</b> (Continued)</p> <p><b>Person undertaking work experience</b></p> <p><b>Deliveries by motor vehicle</b></p> <p><b>Working alone</b></p>	<ul style="list-style-type: none"> <li>• Vulnerable due to age and/or their lack of experience.</li> <li>• Peer pressure</li> <li>• Unfamiliar environment.</li> <li>• Group pressure.</li> <li>• Mental and physical incapability</li> </ul> <ul style="list-style-type: none"> <li>• Crush injuries</li> <li>• Death</li> <li>• Serious injuries</li> </ul>	<p>4</p> <p>4</p> <p>4</p> <p>4</p>	<p>4</p> <p>4</p> <p>4</p> <p>4</p>	<p>16</p> <p>16</p> <p>16</p> <p>16</p>	<p>tasks.</p> <ul style="list-style-type: none"> <li>• When removing the contents of workshop bins, industrial gloves are to be worn.</li> <li>• Face masks are to be worn where dust is encountered.</li> <li>• Contaminated clothing to be hot washed.</li> </ul> <ul style="list-style-type: none"> <li>• An assessment of the individual is to be carried out before the work experience starts.</li> <li>• Safety briefing to be given as soon as the person attends the venue.</li> <li>• A suitable mentor to be identified, who will actively monitor the person during their time at the Cockpit.</li> <li>• The person is not to be given any task or activity, which is beyond their mental or physical ability.</li> <li>• Frequent rest breaks to be given.</li> <li>• The young person is not to be exposed to any unnecessary hazards.</li> <li>• Clear instructions are to be given and the person supervised at all times.</li> <li>• Appropriate PPE to be supplied</li> </ul> <ul style="list-style-type: none"> <li>• A safe route is to be identified to the driver.</li> <li>• Non-essential persons to be excluded from the area.</li> <li>• Delivery only accepted when the delivery is placed on the ground.</li> <li>• Unloading or loading the vehicle is to be done in a planned and orderly fashion.</li> <li>• Mechanical means of transporting heavy items is to be available.</li> <li>• Before a vehicle leaves the premises, a check is to be made that there is a safe exit route free of pedestrians is available.</li> </ul> <ul style="list-style-type: none"> <li>• Front of House/management to be</li> </ul>	<p>4</p> <p>5</p> <p>4</p> <p>4</p>	<p>2</p> <p>3</p> <p>3</p>	<p>8</p> <p>12</p> <p>15</p>
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<p><b>High volume and pressure of work</b></p>	<ul style="list-style-type: none"> <li>• Becoming ill and medical assistance not forthcoming.</li> <li>• Assault</li> <li>• Criminal activity.</li> </ul> <ul style="list-style-type: none"> <li>• Unacceptably high stress levels.</li> <li>• Increased likelihood of accidents.</li> <li>• Increased likelihood of illness.</li> <li>• Deteriorating staff relationships.</li> </ul>	5	5		<p>informed of abnormal working times.</p> <ul style="list-style-type: none"> <li>• A hand held radio or other means of communication is to be carried at all times.</li> <li>• An assessment of the person's health is to be made before the work is undertaken.</li> </ul> <ul style="list-style-type: none"> <li>• Detailed job descriptions provided.</li> <li>• Line managers to monitor the welfare of their staff.</li> <li>• A member of staff who is seen to be approaching chronic stress levels is to have a meeting with their line manager. A stress risk assessment is to be undertaken.</li> <li>• Staff reminded of the confidential counselling help line.</li> <li>• Policy to prevent bullying in the work place established and enforced.</li> <li>• Stress awareness training given to all supervisors.</li> <li>• Regular one to one meetings and Individual Performance Review.</li> </ul>	5	2	10
<b><u>Management Action Plan</u></b>				<b>To be completed by</b>	<b>Completed Date</b>	<b>Comments</b>		
<ul style="list-style-type: none"> <li>• Annual First aid training provided to key staff</li> </ul>				July 2021				

## Assessors

**Name** Deb Jones

**Signature** : Deb Jones

**Date** 29th July 2020

### The Cockpit manager

**Name** Dave Wybrow

**Signature** :

**Date**

#### Appendix A

##### Display Screen Equipment

##### Health and Safety (Display Screen Equipment) Regs.

###### General Causes

Poor seating adjustments  
Keyboard not comfortable

Display screen too high.  
Small work area

Display screen out of focus  
Lack of breaks away from work station.

Poor ergonomics

###### Good Practice

Written workstation self assessment carried out

Breaks taken away from work station.

##### Slips trips and falls

##### Health and Safety at Work Act 1974

###### General Causes

Spillage of wet and dry substances  
Rugs/mats  
Changes in the floor level

Poor Lighting  
Slippery surfaces  
Unsuitable footwear

Trailing cables  
Change from wet to dry floor surfaces  
Smoke/steam obscuring view

Miscellaneous rubbish

###### Good Practice

Clean spills immediately  
Keep areas clear, remove rubbish

Avoid exposed cables, use cable covers, or cordless tools.  
Ensure mats are securely fixed and without curling edges.

##### Manual handling    The Manual Handling Operations Regulations 1992 & 2002

###### Good Practice

**AVOID** the need for hazardous manual handling; as far as is reasonably practicable.

**ASSESS** the risk of injury from any hazardous manual handling that can't be avoided



**REDUCE** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

**Example:**

A person can carry 25Kg (52Lb) for approx 25mtrs in comfort. Anything above these needs to be assessed and if a repetitive activity.

**Ways to reduce the risk of injury.**

Pay particular attention to those with physical weakness.	Reduce the weight of objects being handled.	Less restrictive PPE.
Remove obstructions to free movement	Provide better flooring	Provide appropriate handling aids
Training	Avoid steps and steep ramps	

**Working at Height**

**Work at Height Regulations 2005**

**Provision and Use of Work Equipment Regs. 1998**

**Good Practice**

Avoid work at height where possible. Do not store heavy objects or bulky items at height  
Use work equipment or other measures to prevent falls where working at height cannot be avoided.  
Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

**Ensure**

All work at height is properly planned and organised.	Risks from falling objects are properly controlled.
Trained and competent staff.	Ensure the place that the work at height is carried out is safe.
Equipment for work at height is appropriately inspected.	Appropriate Step/Ladder to be used and inspected beforehand.

**Electrical Equipment**

**Electricity at Work Regulations 1989**

**Good practice**

Check electric cabling for signs of wear and tear.	Portable Appliance Test to be within one year
Personal electrical equipment not to be taken into the work place.	Damaged equipment to be replaced.
Liquids to be kept away from electrical equipment.	Repairs to be carried out by a qualified person.

**Use of Chemicals**

**Control of Substances Hazardous to Health Regulations**

**Good Practice**

Replace irritant chemicals with milder alternatives	Check that staff do not have any allergic reactions to the chemicals used.
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**Risk of Fire**

**Regulatory Reform (Fire Safety) Order 2005**

**Good Practice**

Good Housekeeping to be carried out.	Desks and work areas to be kept clear of unnecessary paper.
No unauthorised electrical equipment to be used.	Vents on computers to be kept clear.

Fire Risk Assessment under RRFSO to be reviewed annually.

Severity Likeli- hood	No Injury	First Aid Injury	Lost Time (Over 3 days)	Major Injury or Disabling Disease	Death
Improbable	1	2	3	4	5
Remote	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Very Likely to Occur	5	10	15	20	25
<b>Risk Rating</b>	<b>Action Required</b>				
<b>16 to 25</b>	<b>High risk</b> and may require the provision of considerable resources involving special equipment, training, high levels of supervision and consideration of the most effective methods of eliminating or controlling hazards.				
<b>6 to 15</b>	<b>Medium risk</b> and will require an appropriate level of resources.				
<b>1 to 5</b>	<b>Low risk</b> but actions should still be taken to try to reduce these risks further, if possible, within reasonable limits.				