

Date of Risk Assessment		Site			
Hartridge Engineer		Sign to confirm the Risk Assessment Below has been completed			
What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary to control this risk?	Action by who?	Action by when?
Unfamiliarity with the site Identify hazards specific to the site - whether off site or within the Hartridge building	Hartridge Engineers (Staff)	Staff make a general risk review before starting work on the equipment to assess risks involved and how to control them Staff alert site supervisors of key issues and proceed only if safe to do so If unable to proceed staff immediately inform Site Supervisor and Line Manager	Staff to complete this risk assessment every time they enter a site Staff awareness and attitude to health and safety issues to be used as a key criteria to measure their performance Unsafe practices will be challenged and reported	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Working at Height Falls from height when uncrating	Staff could suffer severe injuries if they fell whilst working from height on equipment	All jobs involving work at height discussed by staff and site supervisor A safe system of work agreed before job begins Staff are aware of how to safely inspect & use appropriate access equipment such as ladder or steps	Refer staff to HSE guidance on falls from Height and Ladders and Step Ladders	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Falls from height during commissioning of the machine	Staff could suffer severe injuries if they fell whilst working on a machine	Machine design means that there is no need to work at height	No further action required		
Manual handling Lifting and moving heavy objects or objects which are difficult to grasp	Staff could suffer with back pain or pain elsewhere if regularly handling, lifting heavy, awkward or bulky objects	Staff are trained in safe manual handling and know not to subject themselves to this possibility. Staff use relevant PPE (incl. safety shoes) Staff aware to use manual handling aids such as lift trucks, trolleys, wheelbarrows. Staff must not attempt to move weight above their ability. Talk to your Manager before attempting and lift.	Staff to adhere to training and advice	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Lifting and moving heavy equipment such as Test Benches	Staff could suffer with back pain or pain elsewhere if regularly handling, lifting heavy, awkward or bulky objects	Staff must assess the route over which they will be lifting goods to ensure that it is as even and uncluttered as possible. Where there are particular hazards or the weight is high seek help from colleagues or customers. Due consideration must be made to weather conditions to avoid wet and slippery surfaces.	Staff to adhere to training and advice	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Care moving the Equipment	Visitors, customer representatives, Engineers. Crush Injuries	Engineers Trained, Correct lifting equipment & care must be used, use barriers & lead personnel. Plan the area in which you will work and barrier off the route to and from the area and ensure that safety signs alert others to your presence.	Staff to apply training	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Slips, trips and falls Spillages, Stairs, Obstacles or uneven surfaces	Staff could suffer sprains or fractures or severe injuries if they trip over objects or slip on spillages	Staff must assess the customers working environment and report any issues to the site supervisor General housekeeping is carried out, eg procedures for spillages are in place, adhered to & cleaned up immediately. Take note that floors are in good condition and that there is good lighting throughout Staff to wear appropriate PPE (safety shoes)	Staff to adhere to training and advice	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Fire Faulty electrics, arson	If trapped in the workshop staff could suffer from smoke inhalation or burns	Staff aware of importance of keeping fire exit routes clear. Check with Site Security that the site is under any particular threat from terrorism and discuss this with your Manager before proceeding.	Site specific instructions to be gained	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Portable electrical equipment	Staff could receive potentially fatal electrical shocks or burns if they use faulty equipment	All electrical equipment is PAT tested on a regular basis. Engineers to ensure only PAT Tested equipment is used.	Site specific instructions to be gained	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Hazardous substances Test oil	Staff using the test equipment suffering with dermatitis	Staff are provided with barrier creams and PPE (nitrile gloves) These must be worn at all times regardless of weather condition.	Staff to use PPE	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Live electricity Working on electrically live machines	Staff using the test equipment suffering electrical shock	Guarding provided for 3 phase connections Staff are electrically competent Prior to installation the machines have been flash tested and earth continuity checked	Visitors or un-qualified personnel to be kept clear, or until trained Ensure the site wiring is safe and appropriate before beginning work	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
High Pressure Working on machines generating high pressure	Staff using the test equipment suffering high pressure injury	Staff have had High Pressure Injury training Guarding and interlocks provided. Function and use ensured Staff are provided with, and must use supplied PPE (safety glasses)	Staff to apply training Staff to ensure all systems are functioning and in use Staff to use PPE	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Noise Working on machines generating high noise levels	Staff could suffer severe injuries including partial or permanent hearing loss	Staff are provided with and must use supplied PPE (ear defenders)	Staff to use PPE	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
High Temperatures Working on machines generating high temperatures	Staff could suffer burns if they come into contact with hot surfaces	Labels present on machines. Engineers trained to read and understand labelling protocols.	Staff to apply training	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Rotating equipment	Staff could suffer severe injuries if a snag occurs	Warning labels present on machines Staff trained to avoid wearing loose fitting clothing, tie up hair and remove any jewellery	Staff to apply training and be aware of rotating equipment at all times Staff to apply at all times	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Unqualified personnel	Visitors, customer representatives	Visitors or un-qualified personnel to be kept clear of any risks or until trained. The job must stop until you are satisfied it is safe to continue.	Staff to adhere to this	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment
Distractions	Staff need to take care when using mobile telephones, cameras, skype equipment, USB cables when operating equipment	Engineers trained to use equipment safely and to be aware of risks. Engineers to refuse distractions if it infringes safety	Staff to apply at all times	All Staff to apply safe systems of work at all times	Upon entering an environment with equipment