
APPENDIX 1: HAZARD IDENTIFICATION and RISK ASSESSMENT PRO-FORMAS

FSC has two standard pro-formas for site Hazard Identification and Risk Assessment. These two pro-formas are reproduced on the following pages.

The Hazard Identification form is to help to ensure that a systematic and broad review of hazards is undertaken. The Form should be completed prior to using the Risk Assessment Pro-forma.

The Risk Assessment Pro-forma should normally be completed prior to the activity taking place. If this is not possible, then a 'live' risk assessment based on the principles set out in the Risk Assessment Pro-forma must be undertaken prior to the work or activity beginning. If the person about to undertake the work or activity is not trained to carry out risk assessments they should not proceed until advised to do so by a suitably competent person.

Once the Risk Assessment Pro-forma is completed, then appropriate control measures to ensure a safe system of work should be identified and recorded. For off-site activities the significant risks, ie. those >10 without control measures, should be transferred to a Site Hazard Card. This Site Hazard Card should also include an appropriate map of the area.

The Risk Assessments should be updated annually, unless otherwise specified in the relevant FSC OCoP, or in the light of changes or incidents.

HAZARD IDENTIFICATION

FSC

BRINGING ENVIRONMENTAL UNDERSTANDING TO ALL

NAME OF SITE

DATE OF ASSESSMENT DATE SITE TO BE USED

PERSON(S) COMPLETING ASSESSMENT

HAZARD Grouped by Outcomes	PRESENT/ ABSENT ✓ OR X	EXAMPLES OF HAZARD
SLIPS		
Slippery surfaces eg. pathways		
Unsuitable footwear		
Sloping Surface		
Rain, Sleet, Frost, Snow		
TRIPS		
Uneven surfaces		
Changes in levels		
Holes, cracks		
Obstacles across walking area		
Bumps, ridges, protruding nails etc		
BUMPS		
Low level ceilings		
Static / fixed objects		
Poor lighting		
CUTS OR SCRAPES		
Jagged edges		
Broken or sharp objects		
FALLS		
Falls onto		
Falls into		
Falling from a height		
Objects falling from a height		
HAZARDOUS SUBSTANCES		
Water - streams, rivers, ponds, wells		
Gas		
Oil		
Poisonous plants - fungi		
Chemicals		
Faeces		
Other hazardous substances		
MANUAL HANDLING		
Task - lifting, twisting, stooping		
Carrying objects - tools, equipment		

TRAFFIC		
Vehicles - cars, lorries, farm machinery		
Roads and tracks		
Car parks		
Cattle grids		
ENVIRONMENT		
Extreme temperatures - hot or cold		
Exposure to sun		
Extreme amounts of rain, hail, snow		
High wind		
Infection		
ACCESS TO WORKING AREA		
Transport		
Access		
Egress		
Tidal		
Flooding		
HAZARDS LINKED WITH PLACE / ACTIVITY		
eg. Farms, Industrial past or present		
Crushing		
Cutting / shearing		
Entanglement		
Drawing in / Trapping		
Impact		
Stabbing		
Contact with - causing abrasion		
Electrical hazard		
Bacteria		
Trees		
Contact with farm animals		
Contact animals without control		
Contact with strangers		
INDIVIDUAL CAPABILITY		
Mobility		
Health problems		
Require special information / training		
HAZARDS IDENTIFIED AND NOT INCLUDED ON LIST		
TEMPORARY HAZARDS - for example road works, wasps nests		

FSC RISK ASSESSMENT PRO-FORMA

ACTIVITY / SITUATION											Date of Assessment							
HAZARDS IDENTIFIED Grouped by Outcomes		PERSONS AT RISK FROM EXPOSURE TO HAZARD					WITHOUT CONTROLS IN PLACE	WITH CONTROLS										WITH CONTROLS IN PLACE
							RISK RATING	WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY					RISK RATING
								A	1	2	3	4	5	B	1	2	3	
NO.		Employee	Students	Visiting staff	Public	ALL	Worst Case Outcome X Likelihood/ Probability	Inconvenience	Minor Injury	Injury / Illness	Major Injury	Fatality / Multiple	Unlikely	Rarely	Infrequently	Sometimes	Often	(A x B)

Continue on additional sheet(s), if necessary

