



This document provides a template risk assessment, with links to the relevant advice notes. It relates to, as well as offering guidance on best-practice,

A risk assessment is the **process** of looking for hazards that have the potential to harm people, in the objects being used, work environment and / or work processes adopted. Some risks are visible; others are only evident and able to be understood when a work task is observed.

The use of a risk matrix will assist you to better understand the *severity* of risk which in turn enables you to prioritise which hazards to address first. A risk matrix considers:

- The *consequence* of the potential harm.
- The likelihood of the harm occurring.

The risk matrix is at the end of this risk assessment

Control Measures

Control measures need to make sure that the risks are reduced so far as is '*reasonably practicable*' and ask what more can be done to control the risk. When identifying controls, you need to remember:

- The more effective the control measures, the more lasting the effect of control.
- At times it may be necessary to implement more than one type of control to effectively manage the risk.
- Sometimes a control cannot be actioned straight away due to costs / resources.
- There may be a need to implement immediate (short term) and medium (long term) controls until such time a long-term solution is implemented.
- Controls should be selected in response to the level of risk posed by the hazards, and the practicability of the control.

Version Number	Changes made	Prepared by	Reviewed by	Approved
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Handyperson Risk Assessment										
Parish / Location						Date Assessed:		Assessed by:		
Task/Activity:						Review Frequency:		Reference Number: GRA -014		
			Risk rating before implementing control measures			Controls Measures in Place		Risk rating after implementing control measures		Additional Information
Activity/ Task	Hazard/ Risk	Persons at Risk	Severity (1-5)	Likelihood (1-5)	Risk Rating			Severity (1-5)	Likelihood (1-5)	
Building Security	Violence – Verbal attack or assault	Handyperson	5	4	20	Access control arrangements are maintained. Mobile phone (own phone) charged. Management contact maintained. No contact with intruders –signs of entry call 999 for assistance	5	2	10	



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Activity/ Task	Hazard/ Risk	Persons at Risk	Severity (1-5)	Likelihood (1-5)	Risk Rating				Severity (1-5)	Likelihood (1-5)	Risk Rating	
Garden Maintenance	Injury from: Noise Mechanical hazards - cuts, crushing Flying debris. Slips trips & falls Use of fuels and lubricants	Handyperson	5	4	20	Untrained persons are not allowed to use mechanical / electrical equipment. Periodic maintenance and routine checks are made & logged on all machinery. Electrical equipment has been PAT tested and recorded. Personal Protective (PPE) has provided and the users trained in its use. Face shields and earmuffs are provided when required.	5	2	10	https://www.hse.gov.uk/pubns/indg291.htm https://www.hse.gov.uk/pubns/indg342.htm		



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Activity/ Task	Hazard/ Risk	Persons at Risk	Severity (1-5)	Likelihood (1-5)	Risk Rating	Controls Measures in Place	Severity (1-5)	Likelihood (1-5)	Risk Rating	Additional Information
Manual Handling	Lifting, Pushing & Pulling Slip trips and falls. Muscle strain and sprain injuries. Cuts from Sharp edges. Crushing Injuries	Handyperson	4	3	12	Manual Handling (MH) will be avoided whenever possible Each MH tasks will be assessed when unavoidable. Lifting aids are provided and used i.e. wheelbarrows, sack trucks. Safe Manual handling technics have been shown	4	2	8	https://www.hse.gov.uk/pubns/indg143.PDF





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Activity/ Task	Hazard/ Risk	Persons at Risk	Severity (1-5)	Likelihood (1-5)	Risk Rating	Controls Measures in Place		Severity (1-5)	Likelihood (1-5)		Risk Rating
Driving for work	Accidents while driving own vehicle while undertaking work for the Diocese Breakdowns	Handyperson Other road users	4	4	16	Diocese driving for work policy At least one-year driving experience. Have roadside and recovery assistance. Vehicle has been maintained at frequent intervals		4	1	4	https://www.hse.gov.uk/pubns/indg382.pdf





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Driving for work	Adverse weather conditions	Driver / other road users	4	4	16	Weather forecast checked before leaving Emergency blanket / torch / shovel in car. Advise work colleague of your destination	4	2	8
Using hazards chemicals	Potential for inhalation or absorption through skin contact.	Handyperson	4	4	16	COSHH Assessments are in place Persons working aware of Assessments Substances are securely and safely stored	4	2	8





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Using hazards chemicals	Potential for inhalation or absorption through skin contact. Spillage	Handyperson	4	4	16	PPE - gloves, eye protection, safety clothing is provided and used Training and information provided to users on the use of PPE. Emergency First aid such as Eye wash is available Small spillages are immediately cleaned up Large spillages emergency services are informed.	4	2	8





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Working at Height	Falling from height causing physical injury or death. Dropping load-causing injury to others. Manual Handling injuries.	Handyperson General public	5	4	20	Work conducted under Working at height off ladders RA https://portsmouthdiocese-my.sharepoint.com/personal/scripts_portsmouthdiocese_org_uk/Documents/new%20risk%20assessments/Working%20at%20height%20off%20Mobile%20Towers%20RA.docx Step ladders used for access only for appropriate tasks. Work mobile towers to be used for work periods over 30 min.	5	2	10



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Waste collection	Needle Stick Injuries Hepatitis B or C HIV Bodily fluids on Needles	Handyperson	4	4	16	Gloves are always to be worn. Needle must be lifted safely and placed within the Sharps box provided. On completion of all work any needles found must be securely locked away until the local council have been contacted for disposal Arrangements will be made for the needle stick injured person to be taken to hospital for immediate medical treatment.		4	2	8	https://www.hse.gov.uk/healthservices/needlesticks/resources.htm



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Using electrical equipment	Electric shock Personal Injury, Death	Handyperson	5	5	25	<p>Fixed Electrical Wiring tested every 5 years and certified records of testing held.</p> <p>Portable Appliances checked and Tested (Annually) and recorded.</p> <p>Electrical Equipment visually checked before use.</p> <p>All electrical defects are reported and dealt with by qualified (approved) electrician</p>	5	2	10





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Conducting facility and maintenance work	Amputations Lacerations Abrasions and contusions	Handyperson	4	4	16	PPE Gloves, Safety Shoes are provided First Aid kit provided and maintained	4	1	4	



Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost Parish)
4. High (major injury / damage, lost time Parish interruption, disablement)
5. Very High (fatality / Parish closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three working days
1-5	Low	Whenever viable to do so