

Risk Assessment

Task Description: Company Reps

Frequency: Daily

Ser No.	REPGEN001	Assessed by:	Nina Tremain-Short/Ivor Jones	Date:	12/22
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Activity	Hazard	Those at Risk	Risk Rating			Existing Risk Controls	Additional Controls / Actions	Residual Risk		
			P	S	RR			P	S	RR
Driving to and from customer sites.	Road traffic accident leading to personal injury	Employees. Passengers. Other road users. Pedestrians.	2	5	10	Comply with: - All relevant driving legislation. - Wurth UK driving policy.	Comply with: - HSI 017 'Driving on Company Business'	1	5	5
Handling of material and equipment	Manual handling injury	Employees	2	3	6	All employees attend Manual handling training as part of the Wurth UK training course. Comply with EHSI 011 Manual handling Operations.	Ensure all employees attend refresher training in manual handling at appropriate frequency	1	3	3
Demonstration of product samples to customers.	Exposure to Chemicals.	Employees. Customers	2	4	8	Reps informed of safe method of use during Wurth UK training course. MSDS for all chemicals on the internet.	Ensure all Reps are aware of where to find MSDS and Safety Data Sheets on the Company Webpage	1	4	4
Use of hand tools and electrical equipment	Physical injury / electrocution	Employees Customers	3	3	9	All electrical equipment is cordless or 110 volts. Tools to be maintained in good condition. Includes PAT for applicable items. All employees attend Wurth UK training course including use of tools and equipment.		1	3	3
Exposure to excessive noise at customer sites	Noise induced Hearing loss	Employees	2	4	8	Suitable ear plugs are available to all employees. If possible, employees to move away from area until noisy activity has ceased.	Very unlikely that employees are exposed but if voice has to be raised to talk to someone 2m away, noise level is generally excessive.	1	4	4

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Exposure to Violence & aggression	Physical assault. Psychological trauma	Employees	2	10	8		Ensure all employees attend refresher training in exposure to violence and aggression/conflict resolution at appropriate frequency.	2	10	8
Lone working	Lack of assistance following accident or illness	Employees	2	5	10	All employees maintain regular contact with office, area managers or training managers.	Ensure all employees attend refresher training in Lone worker Safety at appropriate frequency	1	5	5
Exposure to dust in carpentry workshops	Dust related diseases	Employees	3	5	15		Ensure all employees aware of the risks regarding dust. Suitable dust masks should be made available to all employees with the potential of exposure	3	5	15
Being struck by vehicles / plant on customer sites	Personal injury	Employees	2	10	20	Report to reception, if there is one, on arrival. Stick to walkways, if available. Consider wearing high viz if concerned.	Follow any other customer rules or signage encountered.	1	10	10
Flying objects on customer sites – e.g. caused by grinders	Personal injury – e.g. eye injury	Employees	2	8	16	Safety glasses should be worn in the event that you have to enter this area. Preferably, remain clear until the operation finishes	Consider issuing safety glasses to reps for use if they require them.	1	8	8
Slips, Trips and Falls	Injury	Employees	2	5	10	Use walkways Awareness of surroundings and work environment. Engaging with client near miss / reporting processes. Use of PPE including safety footwear.	Follow any additional client controls and instruction.	1	5	5
Use of Halogens and other substances hazardous to health,	Allergic reactions Accidental exposure Spillage	Employees Client Staff Site Visitors	3	6	18	Review COSHH data prior to use. Communicate any potential fumes or hazards with client and any persons working in the area. Use PPE as dictated by COSHH assessment or SDS. Carry out risk assessment if dictated by substance or client. Carry spill kit.		2	6	18

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			P	S	RR			P	S	RR
Respiratory Infection	Someone, unintentionally, being unaware they are ill /becoming ill at work and spreading the virus	All	3	4	12	Wash your hands frequently Anti back gel/spray available within store. If unwell with a respiratory infection, follow the Sickness and Work from home policy.		2	3	6
Weather Conditions	Adverse driving Conditions Access & Egress to Customer Sites Visibility	Employees Customers Public	2	3	6	Follow Government advice. Individuals to assess own risk of getting to destination and contact line manager. Decrease Speed Limits. Employees to wear appropriate footwear. Pack suitable equipment ie, Phone Charger, blankets, food & Drinks Access to Fleets cars contact details		1	3	3

Risk Assessment Matrix. Multiply scores to arrive at risk rating (RR)

		Probability					
		Remote	Unlikely	Possible	Probable	Very Likely	Certain
Severity	No Injury	0	1	2	3	4	5
	Minor Injury	1	1	2	3	4	5
	First Aid Injury	2	2	4	6	8	10
	3 Day Injury	3	3	6	9	12	15
	Major Injury	4	4	8	12	16	20
	Fatality/Disability	5	5	10	15	20	25

Low	1 - 6	Monitor	Tolerable risk. No additional controls required. Employees made aware of safe/correct system of work.
Med	8 - 12	Improvement	Action required to further reduce risk to acceptable level. Review of process or activity.
High	15+	Immediate Action	Unacceptable risk. Stop activity immediately. Inform next level of management & refer to Safety Coordinator. Possible withdrawal of process or activity.

Monitoring and Review

Review Date	Assessed by:	Job Title:	Signature:	Date:	Approved by:
12/22	Nina Tremain-Short	HSEQ Coordinator	NTS		