

SAMPLE

Severe Weather Risk Assessment Form

RA Ref No: SW01

Assessor	
John Smith	

Assessment Date	Review Dates / Initials
17th December 20[**]	

Assessment location:	Car park/ bike stores
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Persons at risk	Frequency	
Staff	Several times/day	All office staff using ma
Contractors	-----	-----
Visitors	Occasionally	Couriers
Gen. Public / Others	Occasionally	Sales reps

Are any disabled?	Comments
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	One staff member uses walking stick. See Hz5
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

H _z No.	Hazard description	How are persons af
1	Slippery road surfaces caused by rain, ice or snow	Vehicles and pedestrians unable to stop or manoeu
2	Slips and trips from leaves	Vehicles and pedestrians unable to stop or manoeu
3	Build-up of fallen leaves hiding trip hazards	Pedestrians could twist th or trip causing injury
4	Slip or trip hazards unseen due to poor lighting	Pedestrians likely to trip o Risk of fractured arms/wr
5	All the above	One staff member uses w more prone to slippery co

K R	Existing controls	Further controls / action
20	Nothing in place. Reliant on drivers own actions	Early gritting. Restrict access to car park
16	Maintenance man clears leaves weekly	Delegate someone to clear fallen leaves daily to keep areas clear
12	Maintenance man clears leaves weekly	Delegate someone to clear fallen leaves daily to keep areas clear
12	Some overhead lighting in place	Ensure adequate lighting is provided and maintained
16	Nothing in place to help specific staff members. Reliant on staff member's own abilities.	Consider allowing staff member to park closer to building. Ensure early gritting.

Probability (P)	5=very likely, 4=likely, 3=quite possible, 2=possible, 1=
Severity (S)	5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible
Risk (R)	0-8=low risk, no action required. 9-15=medium risk, en

use. 16-25=high risk, stop operation & implement control measures

SAMPLE

Severe Weather Risk Assessment Form		
RA Ref No: SW02		
Assessor		
John Smith		
Assessment location:	Pedestrian walkways	
Persons at risk	Frequency	
Staff	Several times/day	All office staff using main entrance
Contractors	-----	-----
Visitors	Occasionally	Couriers
Gen. Public / Others	Occasionally	Sales reps
Hazard No.	Hazard description	How are persons affected?
1	Slippery surfaces caused by rain, ice or snow	Pedestrians likely to slip or trip causing injury or fractured arms/wrists/knees
2	Slips and trips from leaves	Pedestrians likely to slip or trip causing injury or fractured arms/wrists/knees
3	Build-up of fallen leaves hiding trip hazards	Pedestrians could twist their ankles or trip causing injury
4	Overflowing guttering or poorly placed downpipes leaving freezing water on pathways	Pedestrians likely to slip or trip causing injury or fractured arms/wrists/knees
5	Slip or trip hazards unseen due to poor lighting	Pedestrians likely to trip or fall causing injury or fractured arms/wrists/knees
Probability (P) 5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely		
Severity (S) 5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible		
Risk (R) 0-8=low risk, no action required. 9-15=medium risk, ensure controls are in place. 16-25=high risk, stop operation & implement control measures		

Assessment Date		Review Dates / Initials	
17th December 20[**]			
Are any disabled?		Comments	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		One staff member uses walking stick. See Hz6	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Risk	Existing controls	Further controls / action	
16	Nothing in place. Reliant on drivers own actions	Early gritting. Limit access to some walkways, use signage to warn of dangerous conditions, inform staff.	
16	Maintenance man clears leaves weekly	Delegate someone to clear fallen leaves daily to keep areas clear	
12	Maintenance man clears leaves weekly	Delegate someone to clear fallen leaves daily to keep areas clear	
12	Maintenance department clears low level gutters as part of annual maintenance	Ensure gutter and pipe work is maintained. Restrict access to potentially slippery areas. Inform staff	
12	Some overhead lighting in place	Ensure adequate lighting is provided and maintained	
use. 16-25=high risk, stop operation & implement control measures			

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Severe Weather

6	All the above	One staff member uses walking stick. More prone to slippery conditions.
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Assessor	
John Smith	

Assessment location:	Main entrance
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Persons at risk	Frequency	
Staff	Several times/day	All office staff using mats
Contractors	-----	-----
Visitors	Occasionally	Couriers
Gen. Public / Others	Occasionally	Sales reps

H _z No.	Hazard description	How are persons affected?
1	Slips caused by persons entering building with wet shoes sliding on stone floors	Persons could slip and suffer fractures to arms/wrists or knees
2	Damaged carpets/mats causing trip hazards	People could trip on raised mats and fall causing fractures to arms/wrists/knees
3	All the above	One staff member uses walking stick. More prone to slippery conditions.
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Probability (P)	5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely
Severity (S)	5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible
Risk (R)	0-8=low risk, no action required. 9-15=medium risk, ensure controls are in place. 16-25=high risk, stop operation & implement control measures

Risk Assessment Form (Continuation Sheet)

RA Ref No: SW02

16	Nothing in place to help specific staff members. Reliant on staff member's own abilities.	All the above
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Risk Assessment Form	RA Ref No: SW03
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Assessment Date	Review Dates / Initials
17th December 20[**]	

Are any disabled?	Comments
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	One staff member uses walking stick. See Hz3
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

	Existing controls	Further controls / action
16	Doomat in place inside main doors	Monitor existing mats ensuring they soak all excess liquid and replace if needed
12	Existing mats in good condition	Monitor the condition of existing mats, remove any damaged ones immediately and replace
16	Nothing in place to help specific staff members. Reliant on staff member's own abilities.	All the above

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Assessor	
John Smith	

Assessment location:	Loading bays
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Persons at risk	Frequency	
Staff	Warehouse staff all day. Drivers short term	Delivery drivers and
Contractors		
Visitors		
Gen. Public / Others		

Hz No.	Hazard description	How are persons affected
1	Collision with manoeuvring vehicles in subdued light	Pedestrians can be seriously injured by being struck by moving vehicles
2	Slippery road surfaces caused by rain, ice or snow	Vehicles and pedestrians unable to stop or manoeuvre
3	Slips and trips from leaves	Vehicles and pedestrians unable to stop or manoeuvre
4	Build-up of fallen leaves hiding trip hazards	Pedestrians could twist their ankle or trip causing injury
5	Slip or trip hazards unseen due to poor lighting	Pedestrians likely to trip or fall Risk of fractured arms/wrists

Probability (P)	5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely
Severity (S)	5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible
Risk (R)	0-8=low risk, no action required. 9-15=medium risk, ensure controls are in place. 16-25=high risk, stop operation & implement control measures

Assessment Form

RA Ref No: SW04

Assessment Date	Review Dates / Initials
17th December 20[**]	

Are any disabled?	Comments
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

R	Existing controls	Further controls / action
20	All staff in area wear Hi-vis clothing	Ensure adequate lighting is provided and maintained
20	Only delivery vehicles permitted in car park. Pedestrian access not permitted	Early gritting needed
16	Trees only around perimeter, no pedestrian access.	Delegate someone to clear fallen leaves to keep areas clear
12	Trees only around perimeter, no pedestrian access	Delegate someone to clear fallen leaves to keep areas clear
12	Flood lights all operational. No pedestrian access	Ensure adequate lighting is provided and maintained

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Severe Weather Risk Assessment Form

Assessor	
John Smith	

Assessment:	Travelling between workplaces including collection and delivery
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Persons at risk	Frequency	Duration
Staff	Can be all day	All staff involved in delivery Staff travelling to appointments

Hazard No.	Hazard description	How are persons affected?
1	Slippery surfaces caused by rain, ice or snow	Personnel likely to slip over, fractured arms/wrists/knees
2	Exposure to freezing weather – rain, hail or snow	Exposure to freezing temperatures can cause frostbite or skin damage
3	Road traffic accidents caused by poor visibility or driving conditions	Personnel may be injured or crash or leave the road
4	Being stuck in stationary vehicle for prolonged time due to road closure or accident	Vehicle occupants may develop hypothermia
5	Collision with out of control vehicles when out of the vehicle	Personnel may be seriously injured if they are in collision with a moving vehicle

Probability (P)	5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely
Severity (S)	5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible
Risk (R)	0-8=low risk, no action required. 9-15=medium risk, ensure controls are in place. 16-25=high risk, stop operation & implement control measures

Severe Weather Risk Assessment Form	RA Ref No: SW05
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Assessment Date	Review Dates / Initials
17th December 20[**]	

Are any disabled?	Comments
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

Risk No.	Existing controls	Further controls / action
16	Reliant on drivers own actions and the actions of the places he goes to	Ensure all drivers are made aware of the need for extra care
12	Delivery drivers are supplied with suitable cold weather clothing	Drivers to ensure they are suitably dressed
20	Ensure all drivers are made aware of the need for extra care	Consider reducing the number of deliveries or collections etc. required to encourage reduced speed
20	Drivers and transport manager to check weather forecast before arranging to travel	Drivers to carry blankets/fleece to maintain body core temperature.
20	Reliant on drivers own actions and the actions of the places he goes to	Ensure all drivers are made aware of the need for extra care when outside the vehicle

use. 16-25=high risk, stop operation & implement control measures
