Fig 2:1 Checklist – movement of goods through the business

Site location:

Date of assessment:

Name(s) of assessor(s):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stage of progress | Main activities | Equipment & processes used | People involved | H&S issues | Security issues |
| Stage 1: Arrival |  |  |  |  |  |
| Stage 2: Process |  |  |  |  |  |
| Stage 3: Process  |  |  |  |  |  |
| Stage 4: Completion or finishing |  |  |  |  |  |
| Stage 5: Onward movement |  |  |  |  |  |

Fig 3:1 Risk factors identified Group a) **Premises/ Product/ Purchasing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk factors | PREMISES | PRODUCT | PURCHASING | Common features |
| Employment:Location/ skills/ demographics |  |  |  |  |
| Legislation:Employment/ Health & Safety/ environment/ other |  |  |  |  |
| Security:  |  |  |  |  |
| Competition: industry/ consumer/ internal |  |  |  |  |
| Finance:Internal/ external |  |  |  |  |

Fig 3:2 Risk factors identified Group b) **People/ Procedures/ Protection**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk factors | PEOPLE | PROCEDURES | PROTECTION | Common features |
| Employment:Location/ skills/ demographics |  |  |  |  |
| Legislation:Employment/ Health & Safety/ environment/ other |  |  |  |  |
| Security:  |  |  |  |  |
| Competition: industry/ consumer/ internal |  |  |  |  |
| Finance:Internal/ external |  |  |  |  |

Fig 3:3 Risk factors identified Group c) **Processes/ Performance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk factors | PROCESSES | PERFORMANCE |  | Common features |
| Employment:Location/ skills/ demographics |  |  |  |  |
| Legislation:Employment/ Health & Safety/ environment/ other |  |  |  |  |
| Security:  |  |  |  |  |
| Competition: industry/ consumer/ internal |  |  |  |  |
| Finance:Internal/ external |  |  |  |  |

Fig 3:4 Risk factors identified Group d) **Planning/ Policy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk factors | PLANNING | POLICY |  | Common features |
| Employment:Location/ skills/ demographics |  |  |  |  |
| Legislation:Employment/ Health & Safety/ environment/ other |  |  |  |  |
| Security:  |  |  |  |  |
| Competition: industry/ consumer/ internal |  |  |  |  |
| Finance:Internal/ external |  |  |  |  |

Fig 5:1 Assessing the Risks – three categories

|  |  |  |  |
| --- | --- | --- | --- |
|  | Slightly harmful or low-level harm | Harmful | Extremely harmful |
| Low likelihood/ highly unlikely |  TRIVIAL RISK 1  |  2 |  3 |
| Medium likelihood/ likely |  2 |  3  |  4 |
| High likelihood/ very likely |  3 |  4  | INTOLERABLE RISK 5 |

KEY: \* \* \* = risk factors identified

Fig 5:2 Assessing the risks – five categories

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Slow spread/ localized | Rapid impact/ localized | Harmful | Rapid impact/ wide damage | Explosion/ severe harm |
| Few people affected |  1 |  1 |  2   |   2  |  3  |
| Highly unlikely |  1 |  1 / 2  |  2  |  3  |  4  |
| Likely |  1 / 2  |  2 |  3 |  4  |  4  |
| Very likely |  2  |  3  |  4 |  4  | INTOLERABLE 5  |
| Many people affected |  3  |  4 |  4  | INTOLERABLE 5  | INTOLERABLE 5 |

Fig 5:3 Scores between 1-10 against each type of impact.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Risk factor | Who affected? | Severity of impact | Likelihood of impact | Immediacy  | Recovery possible? | Cost implications |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Fig 7:2 Management Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Management Actions taken:** | **Yes (tick)** | **In part** | **Complete by** | **Review date** | **Review by** |
| 1. Established priorities:
* noted “Review” where controls adequate
* identified high risk factors with Priority Rating 4-5
* identified medium risk factors with Priority Rating 3
* identified low risk factors with Priority Rating 1-2
1. Prepared Plan of Action, with steps needed and timescales set for completion, for
* Priority Rating 4-5
* Priority Rating 3
* Priority Rating 1-2
1. Established appropriate data bases and recording systems
2. Provided staff with relevant and sufficient information to be able to complete tasks
3. Established appropriate consultation procedures with workers
4. Allocated and confirmed parameters of individual responsibility and authority
5. Identified one or more “competent person(s)” for Health & Safety risks
6. Arranged methods for keeping up to date with legislative changes and their impact on the firm
7. Prepared a full range of Policy statements, including Health and Safety
8. Notified everyone of details of these policy statements, and confirmed commitment at the most senior level of the firm.

  |  |  |  |  |  |