

<b>- RISK ASSESSMENT FORM</b>									
<b>Company:</b> Studio trading as customer First			<b>Location:</b>			<b>Department/Site:</b> Event / conference			
<b>RA No:</b> ST01 PREMISES		<b>Description of Work/Activity:</b> Occupied premises				<b>Date:</b> Jan 2025			
Activity Stages	Potential Hazards	People, etc at Risk	Risk Rating			Control Measures: 1) In Place 2) Additionally Required	Risk Rating		
			Initial Risk				Residual Risk		
			(Existing Controls)				(All Controls in Place)		
			S	L	R		S	L	R
Unauthorised access Occupied premises	Access by members of the public	Staff and others	3	3	9	1, Employees will be vigilant to anyone wandering on the site who may not be authorised to be there. CCTV throughout the building Reception control point manned	2	1	2
Occupied premises	Contact with live electrical sockets and equipment	Staff and others	3	3	9	Visual inspections by staff recorded faulty equipment reported and isolated Pat test regime in place	1	1	1
Use of tea and coffee facility	Break out area hot machinery (boiling water)	Staff and others	3	2	6	Equipment checked and maintained staff trained in use signage hot water instruction on use displayed on machine.	2	1	2
Occupied premises	Fire	staff and others	3	3	9	1, Fire escape areas will be pointed out to our employees as they arrive on site and will be kept clear at all times 2, Fire briefing given to client staff fire warden to assist in evacuation. Fire evacuation fire training given to staff Fire fighting equipment placed at emergency call points throughout the building Fire risk assessment of the building completed Increase in fire warden for occupied events with numbers rising	1	1	1

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Access and egress	Slip trip fall	Staff and others	3	2	6	Stair hand rail to be used at all times daily inspection by Studio staff Cleaning regime in place Lift maintenance programme implemented Reception control point Manned cleaning regime in place	2	1	2
Moving Furniture	Manual Handling Slip trip Cuts and abrasions Objects falling from height	Staff and others	2	3	6	Staff trained in manual handling techniques Team Lift  Ensure walkways and movement area are kept clear Always ensure items are kept away from edge of desks /tables  Daily inspection by studio staff for sharp edges and stability	2	1	2
Food	Hot food / allergies/	Others	3	2	6	Food allergens noted and relayed what food contains. Menus pre booked. Movement of hot food to area for supply completed in contained trolley at times when clients are in meeting rooms so limited access on floors. Kitchen area secured no access to members of the public. Safe food better business implemented Maintenance regime in place	1	1	1

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Food distribution and preparation	Burns	Staff and others	3	3	9	Training of all catering staff to level 2 Chef trained to level 3 workplace inspection completed Defect reporting process for equipment Pat testing Temp testing of all food deliveries completed and recorded	3	1	3
Balconies and outside areas	Slip trip fall Fall from height	Staff and others	3	3	9	Outside area used in consideration to weather Those areas where balconies are at height wind speed Must be taken into consideration and items of furniture stored away or secured firmly on the balcony. Additional wet floor signage after inclement weather will be posted in relevant area Staff monitoring of conditions	3	1	3
Use of facility	Injury to staff or others	Staff and others	2	2	4	Staff accident process in place First aid policy in place safe systems of work in place Cleaning of facility daily Staff awareness of pinch points on stairwells access controlled area	2	1	2

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Manual Handling	Injury from incorrect procedure falling objects misplaced object	Staff and others	3	2	6	Staff trained to OFI Standard at Induction Mechanical aid provided for use by staff	1	1	1
Needle stick and Sharps	Slip trip fall Fall from height	Staff and others	3	3	9	Staff trained to Biohazard CIM Cleaning technology standards PPE Cut resistant gloves sharps box needle picker	3	1	3
Covid -19	Covid contamination	Staff and others	3	3	9	Staff trained to Biohazard CIM Cleaning technology standards Sanitisation and covid protocol in place	3	1	3

SEVERITY →	SLIGHTLY HARMFUL (Minor - 1)	HARMFUL (Serious - 2)	EXTREMELY HARMFUL (Major - 3)
LIKELIHOOD ↓			
HIGHLY UNLIKELY (Low - 1)	TRIVIAL RISK (1)	TOLERABLE RISK (2)	MODERATE RISK (3)
UNLIKELY (Medium - 2)	TOLERABLE RISK (2)	MODERATE RISK (4)	SUBSTANTIAL RISK (6)
LIKELY (High - 3)	MODERATE RISK (3)	SUBSTANTIAL RISK (6)	INTOLERABLE RISK (9)

Prepared By: Cim Associates UK Ltd	Date: January 2025
Approved By : Ian Meredith	Date: January 2025
Next Review Date January 2026	

