

## Risk Assessment Blank and Completion Guidelines

### COMPLETION GUIDE; RISK ASSESSMENT.

Use Risk assessment to evaluate the permanent risks of a given activity or location.

1. Enter date of assessment.
2. Description of Work or Activity Area, i.e. Workshop, Vessel Name, Lower Estuary etc.
3. How many people are involved in the Activity, Staff and Public.
4. Description of the activity to be assessed.
5. Description of the part of the activity being assessed (Left Hand Column)
6. Enter brief description of hazard and risks, and the probability of the incident occurring.
7. Give a numerical value 1-3 of the probability of the
  - a. 1; Low chance of occurrence.
  - b. 2; Medium chance of occurrence.
  - c. 3; High chance of occurrence.
8. Give a numerical value 1-5 of the potential severity i.e. if the Hazard occurred how serious would the issue be.
  - a. 1; **MINIMAL**, e.g. Scratches / Grazes.
  - b. 2; **INJURY**, e.g. Requiring basic first aid on site
  - c. 3; **MODERATE**, e.g. Requiring more advanced on site first aid.
  - d. 4; **SERIOUS**, e.g. Requires off site treatment.
  - e. 5; **VERY SERIOUS**, e.g. Requires extensive treatment, possibly a RIDDOR report.
9. Multiply above to get a numeric risk value. Value 4 or over requires Controls or action. Control should aim to leave a minimum risk of 6. N.B. Lower risks may still require Controls and actions.
10. Sign and Date Assessment.
11. If required use multiple forms.
12. Give detail of risk to health e.g. cylinder storage area - incorrect handling of heavy equipment.

### COMPLETION GUIDE; SITE SPECIFIC RISK ASSESSMENT.

Use Site Specific Risk Assessment (SSRA) to evaluate variable risks for an activity or location. Use Risk Assessment as a basis for this document, and evaluate as an ongoing activity.

1. Detail the Risks as determined by the Risk Assessment and / or the variable factors i.e Weather, tides, Ship Movements, Boat Traffic etc.
2. Detail the possible hazards as above.
3. Detail possible measures to take.
4. Identify the relevant hazards for a given day by circling the relevant hazard.
5. Identify the control measures taken on the given day by circling the relevant control measures.

*N.B These are purely suggestions, If you are uncertain as to how to evaluate risk etc please go online to [www.hse.gov.uk/pubns/indg259.pdf](http://www.hse.gov.uk/pubns/indg259.pdf) and view the HSE guidelines, or contact the Harbour Masters Office.*

# Teignmouth Harbour Commission

## Risk Assessment

Date Of Assessment		Description of Work / Activity Area						
Number of people involved		Description of Activity						
Activity	Hazard	Persons at Risk	Probability of incident	Severity	Risk	Controls / Action to be taken	Risk Controlled ?	Additional requirements
								As the Specific Operating Environment may change there is a need for continuous assessment using the SSRA. This is to be completed on a daily basis prior to any activity commencing, and should be reviewed as conditions change.
The above Risk Assessment lists some of the hazards that may be encountered , that they have been recognized and the measures taken to remove/reduce the risks. It is to be used in conjunction with the Site Specific Risk Assessment (SSRA) on a daily basis to assess the ongoing risks and implement appropriate risk management measures.							Assessed By:  Date:	

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## Site Specific Risk Assessment (SSRA)

<b>Circle Applicable Hazards and Measures Taken , initial when complete.</b>			
Identified Risk	Details of possible Hazard	Measures Taken	Completed
Other Considerations			
<p>The above Site Specific Risk Assessment lists some of the hazards that may be encountered , that they have been recognized and the measures taken to remove/reduce the risks. This SSRA is to be used on a daily basis to assess the ongoing risks and implement appropriate risk management measures.</p>			<p>Assessed By:</p> <p>Date:</p>

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