| RISK ANALYSIS MANAGEMENT | BUSINESS NAME:  | DATE: REVIEW DATE: (annual review) |  |  |
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| **IDENTIFY HAZARDS** | **PLAN - ASSESS THE RISK***Identify all risks and hazards in your workplace. If you have more than one place use HEADINGS to separate the areas i.e. kItchen/markets; office/workshop* | **MANAGE THE RISK***For each managed risk how will you eliminate, minimize or isolate them? How will you manage each one?* | **DO - ELIMINATE, MINIMIZE, ISOLATE***What have you done?* | **CHECK & ACT - STEPS TO MONITOR***What will you do to manage each risk? And how will you monitor these?* |
| **COVID RISK** | * Surface transmission
* COVID transmission
* COVID close contact
 | * Clean/disinfect garments before and after use
* Hand sanitisers on site
* Use of face coverings when appropriate
* Inform appropriate personnel
* Isolate person
 |  M/I | * Follow set cleaning plan/schedule
* Supply hand sanitisers/face masks
* Use appropriate cleaning PPE
 |
| **Long Periods of standing, sitting** | * muscle strain
* neck pain
* back pain
* hand/arm pain.
 | * Longer than 2 hours, every hour stretch and walk around
* Stress ball exercises to prevent carpal tunnel
* Use rubber mats due concrete
* Wear suitable footwear
 |  I | * Self-check
* Stress ball available at all times
* Alarm for one hour breaks
 |
| **WORKPLACE** | * Trip hazards removed
* Steps and slippery surfaces identified and noted
* Check smoke detectors
* Moving trolleys or stools
* Products or equipment falling from shelves
* Skin irritation (Glove usage)
* Heat equipment
* Poison (Isopropyl, resin)
* Fumes
* Burns - electrical
* Burn - skin
* Cut from glass wine glasses
 | * Hazard checks inside/outside before and after resin work
* Annual Smoke detector checks and battery change
* Fix moving furniture where needed
* Product stock keep on need basis
* Wash and dry hands thoroughly, apply moisturizer when needed

 * Appropriate PPE ie mask, gloves, glasses
* Moisturiser (organic)
* Heat Pad for heat gun and when in use. Otherwise turned off
* Open windows and doors for air ventilation
* Clear objects from the bench top when heat gun in use.
* Stored high, and returned to designated place
* Stop the bleeding, see GP for consult
* Clean glass, store and secure in designated bucket for removal
* Apply basic first aid or GP consult
* Run skin exposed to burn under cold water
 |  M/I | * Appropriate safety signage is clearly visible
* Install and regularly check smoke detectors
* Slippery surfaces dried

Hazard/pre-start checklist of documented in Diary * Pre-start Cleaning Schedule
* Hand washing system and signage
* Termly (3 months) First Aid checklist
* Chemical signage
* Chemical Data Sheet - Isopropyl, resin
* Removal of glass and materials in bucket, every month to local recycle centre
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| **EMERGENCY EVACUATION** **PLAN** | * Electrical fire
* Heat gun flames
 | * Emergency Evacuation Point
 |  M/I | * Emergency Evacuation Plan updated when required, currently by shed at the property of Sole Trader.
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