| 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 |
| **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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