

Work Equipment Risk Assessment

Item of work equipment		Equipment registration no.	
Location of equipment			
Operation for which the equipment is used			
Frequency of use			

Breakdown of assessment

Suitability of equipment (reg 4)	Yes	No	Comments
Is the equipment constructed or adapted so as to be suitable for the purpose it is used for?			
Was the equipment selected taking into account working conditions, health risks or any other additional risks posed by its use?			
Is the equipment only used for the operation and under the conditions it is suitable for?			
Maintenance (reg.5)	Yes	No	Comments
Is the equipment maintained in an efficient state and in its correct working order?			
Is the maintenance log (if used) kept up to date?			
Inspection (reg6)	Yes	No	Comments
Is the equipment inspected regularly by a competent person?			
Are records of all inspections kept?			
Specific risk (reg.7)	Yes	No	Comments
Is the use of the equipment restricted to only designated and trained users?			

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Are all repairs, modifications and servicing undertaken by only designated and trained people?			
Information and Instruction (reg.8)	Yes	No	Comments
Is adequate health and safety information and where appropriate, written instructions available to users, managers, and supervisors?			
Does the information and written instructions for use, include:			
- the conditions and methods by which the equipment may be used?			
- foreseeable abnormal situations and the action to be taken if such situations were to occur?			
- any conclusions to be drawn from experience in the use of the equipment?			
Are the information and instructions readily comprehensible to any users of the equipment?			
Training (reg.9)	Yes	No	Comments
Have all people who use the equipment, managers and supervisors received adequate training in the methods that may be adopted when using the equipment & any risks its use may entail along with any precautions to be taken?			
Are newly trained staff supervised on this equipment?			
Is refresher training given for this equipment?			
Dangerous parts of machinery (reg.11)	Yes	No	Comments
Are the following effective measures in force:			
- to prevent access to any part of machinery or to any rotating stock-bar?			
- to stop the movement of any dangerous part of the machinery or rotating stock-bar before anyone enters a danger zone?			
The above measures consist of:			
- the provision of fixed guards			

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- the provision of other guards or protection devices.			
- the provision of jigs, holders, push sticks or similar protection methods used in conjunction with the machinery			
- the provision of information, instruction, training and supervision			
All guards and protection devices:			
- are suitable for their purpose			
- are of good construction, sound material and adequate strengths			
- are maintained in an efficient state, in efficient working order and in good repair			
- do not give rise to an increased risk to health & safety			
- are not easily bypassed or disabled			
- are a suitable and sufficient distance from any danger zone			
- do not unduly restrict the view of any part of the machinery or process, where such a view is necessary			
- are so constructed or adapted that they allow operations necessary to fit or replace parts and for maintenance work, restricting access so that work is allowed only to the area where it is to be carried out and, if possible, without having to dismantle the guard or protection device			
Specified hazards (reg.12)	Yes	No	Comments
Are the under mentioned measures taken to ensure that the exposure of the user to any of the following risks to their health and safety are either prevented or adequately controlled? Namely:			
Measures other than the provision of PPE, information, training and supervision.			
Including where appropriate, measures to minimise the effect of the hazard as well as the likelihood of the hazard occurring, with particular reference to:			

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- any article or substance falling or being ejected from the work equipment			
- rupture or disintegration of parts of the equipment			
- the equipment catching fire or overheating			
- the unintended or premature discharge of any article, gas, dust, liquid, vapour or other substance that is produced, used or stored in the equipment			
- the unintended or premature explosion of the work equipment or any article or substance produced, used or stored in the equipment			
High or very low temperature (reg.13)	Yes	No	Comments
The work equipment, its parts and any article or substance produced, used or stored in it that, in each case, is at a high or very low temperature has protection where appropriate so as to prevent injury to any person by burning, scalding or searing them			
Controls for starting or making a significant change in operating conditions (reg.14)	Yes	No	Comments
Where appropriate, equipment is provided with one or more controls for the purposes of:			
- starting it, including restarting after a stoppage			
- controlling any change in the speed, pressure or other operating conditions where such conditions after the change result in risk to health or safety that is greater than or of a different nature to such risks before the change			
Where the above control is required, it is not possible to perform any operation above except by a deliberate action on such control			
Stop controls (reg.15)	Yes	No	Comments
Where appropriate, equipment is provided with one or more readily accessible controls, the operation of which will bring it to a safe condition in a safe manner.			
Any above controls brings it to a complete stop where this is necessary for reasons of safety.			

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If necessary for reasons of safety, any above control switches off all sources of energy after stopping the functioning of the equipment.			
The above control has priority over any control that starts or changes the operating conditions of the equipment.			
Emergency stop controls (reg.16)	Yes	No	Comments
Where appropriate, it is provided with one or more readily accessible emergency stop controls unless it is not necessary due to the nature of the hazards and the time taken for the equipment to come to a complete stop as a result of the use of this control.			
Controls (reg.17)	Yes	No	Comments
The controls are clearly visible and identifiable, including by appropriate marking where necessary.			
No control is in a position where any person operating the control is exposed to a risk.			
Where appropriate:			
- the operator of any control is able to ensure from the position of the control that no person is in a place where he could be exposed to a risk as a result of the operation of that control.			
- systems of work are effective to ensure that when the equipment is about to start, no person is in a place where they would be exposed to risk.			
- an audible, visible or other suitable warning is given whenever the equipment is about to start.			
Appropriate measures are taken to ensure that any person who is in a place where they would be exposed to risk as a result of the starting or stopping of work equipment has sufficient time and suitable means to avoid that risk.			
Control systems (reg.18)	Yes	No	Comments
All control systems are safe in that:			
- their operation does not create any increased risk.			
- they ensure that any fault in or damage to any part of the control system or the loss of supply to any source of energy cannot result in additional or increased risk.			

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- they do not impede the operation stop control or emergency stop control.			
Isolation from source of energy (reg.19)	Yes	No	Comments
Where appropriate, the equipment is provided with suitable clearly identifiable and readily accessible means to isolate it from all sources of energy.			
Stability (reg.20)	Yes	No	Comments
Where necessary, the equipment, or any part of it, is stabilised by clamping.			
Lighting (reg.21)	Yes	No	Comments
Suitable and sufficient lighting, which takes account of the operations to be carried out, is provided at the places where the equipment is used.			
Maintenance operations (reg.22)	Yes	No	Comments
Appropriate measures are taken to ensure that the equipment is constructed or adapted in such a way that maintenance operations which involve a risk can be carried out while the equipment is shut down, or in other cases:			
- maintenance operations can be carried out without exposing the maintenance operator to risk.			
- appropriate measures can be taken for the protection of any maintenance operator exposed to risk.			
Markings (reg.23)	Yes	No	Comments
The equipment is marked in a clearly visible manner with any markings appropriate for reasons of health and safety.			
Warnings (reg.24)	Yes	No	Comments
The equipment incorporates any warnings or warning devices appropriate for reasons of health and safety.			
Warnings given by devices are unambiguous, easily perceived and easily understood.			

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Risk assessment matrix (please circle the applicable risk level)

Severity Probability	Death/major injury (4)	Serious injury/damage (3)	Over 3 day injury, loss, damage (2)	Minor injury/ no loss/damage (1)
Very probable (4)	16	12	8	4
Probable (3)	12	9	6	3
Possible (2)	8	6	4	2
Slight (1)	4	3	2	1

Risk rating =

Are existing control measures adequate?	Yes		No		Further action to be taken as detailed below.
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Risk level actions:

1-2= Low risk - reduce risk further if possibly, monitor and review periodically.

3-8 = Medium Risk - take action to reduce, close monitoring and review within 2-6 months.

9-16 = High Risk - take immediate action to reduce, stop if possibly, strict monitoring and review within 14 days. Inform senior management and safety representative / committee (where applicable.)

Corrective Actions (Where required)

Action Required	By whom?	By which date/timescale?	Completion Signature

Assessor's name & job title			
Signature		Assessment date	
Telephone number		Assessment review date	

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