



Risk Assessment

IMS Form048
Issue 01 Dated Oct 2020

Operation / Task:	Visitors -Site and Office	Name of Assessor:	Rhys Milton
Assessment Ref:	RA019	Date of Assessment:	02.01.2024
Persons at Risk:	ASW Employees	Reviewed by	R. Milton
Location / Area:	ASW Health and Safety Assessment 2024	Review date	31.12.2024

Ref	Activity	Hazard	Risk	Pre-Control Risk Rating			Control Measures	Post-Control Risk Rating			Comment
				L	S	LxS		L	S	LxS	
1	Visitors to Office	Unfamiliar with Office layout and risks	Minor or serious injury to themselves	4	5	20	All visitors to sign into Sign in and Sign Out. Visitors to be informed if fire alarm test due on day of visit. Visitors to be informed of emergency procedures and shown emergency exits. Visitors to be shown location of welfare facilities. Visitors should be escorted/ accompanied where applicable.	1	5	5	
	Visitors to Site	Unfamiliar with Site conditions	Minor or serious injury to themselves	4	5	20	Notice displayed, close to site entrance, directing visitors to report to site office. Where possible, separate pedestrian access routes will be provided to the site office/accommodation. All visitors shall be registered on arrival and departure (Sign in/ Sign Out). All visitors to received Site Induction including Emergency Procedures and risks on site (or any activities taking place that may be harmful). Record of training e.g. CSCS cards shall be examined and recorded where applicable. Site personnel shall always escort visitors. Personal protective equipment to be issued and worn where appropriate. Only authorised vehicles shall be allowed on site. Issue of identification cards, where applicable.	1	5	5	

Likelihood	Severity	Risk factor (Likelihood x Severity)	
1 = Highly unlikely	1 = Insignificant	High Risk = 15-25	Unacceptable Risk. If Post Control risk, work must not commence.
2 = Unlikely	2 = Injury (first aid, no lost time)	Medium Risk = 8-12	If Post Control risk, high level of discipline required & monitoring to consider further controls where possible
3 = Possible	3 = Lost time injury	Low Risk = 1-6	Acceptable Risk assuming all controls in place effectively and workforce aware
4 = Probable	4 = Major injury / disabling condition		
5 = Inevitable	5 = Fatality		

I have read and understand the requirements of this risk assessment.

Name	Signature	Date



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