

Furniture Checklist

(To be completed monthly)

Office _____

Date of Inspection _____

Staff Responsible _____

Room location	Last Inspection	Tables	Chairs	Cabinets	Desks	Filing Cabinets	Other	Next Inspection	Remarks

Signature of person conducting check _____

Date _____

Electrical Appliance Checklist

(To be completed 3 – monthly)

Office _____ Section/Area _____ Date of Inspection _____

Staff Responsible _____

Location	I.D. No.	Item	Last Inspection	Socket	Plug	Flex	Case	Next Inspection	Remarks

Signature of person conducting inspection _____

Date _____

Address: Startright

Assessed by: S GRICE

Risk Assessment: Working on Ladders and Steps

Last Reviewed: January 2025

Hazard	Persons affected	Risk injury potential	Control measures	Risk factor, high, medium, low	Further action
<p>Losing balance and falling off ladder/steps.</p> <p>Ladder/steps collapse.</p> <p>Persons below being struck by falling objects.</p> <p>Manual handling.</p> <p>Onset of vertigo of fatigue during use.</p>	<p>Staff.</p> <p>Clients.</p>	<p>Ranging from cuts and bruises to fractures and dislocations, possible concussion.</p> <p>Cuts and bruises to fractures and dislocations, possible concussion.</p> <p>Varying depending on tools/objects being used on ladders (hammers, paintbrushes). Most likely to be head injury.</p> <p>Trapped fingers, other musculoskeletal injuries. Electrocutation from overhead power cables. Striking passersby when carrying extending ladders.</p> <p>Cuts and bruises to fractures and dislocations, possible concussion.</p>	<p>Ladders/steps inspected prior to every use with on-going maintenance and replacement.</p> <p>Competent supervision.</p> <p>Full training in safe use of, handling and assembly.</p> <p>Correct PPE to be worn (i.e. safety shoes).</p> <p>Ensuring ladders are fit for purpose – consideration of other working platforms (e.g. trestle, mobile tower)</p> <p>Restrict access by cordoning off area immediately below ladder.</p> <p>Individuals not to use ladders/steps if unwell or tired.</p> <p>Check floor surface prior to assembly.</p>	<p>High Risk</p> <p>Low if control measures followed.</p>	<p>Avoid the need for working at height if possible.</p> <p>Ensure availability of first aid provision.</p>

Address: Startright

Assessed by: S GRICE

Risk assessment: Electrical Power Tools

Last Reviewed: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor high, medium, low	Further Action
<p>Power Tools (Various). Electricity. Cutting discs/drill bits (shattering). Dust. Noise. Vibration. Slips, trips and falls (Training Cables etc).</p>	<p>Staff. Clients. Visitors.</p>	<p>Contact with moving parts. Electric Shock/Death. Contact with ejected parts including broken disc etc. Flying particles (eye injuries). Inhalation of dust. Vibration (hand arm vibration syndrome (HAVS)). Exposure to noise. Bruises, cuts, broken bones etc.</p>	<p>Competent supervision at all times. Pre-user checks on equipment. Manufacturer’s instructions followed (portable appliance testing if required). First Aid provision available. Be sure appropriate guards are in place on power tools before using them. Tools to be stored away if supervisor not present. Residual current device to be used at all times, and 110 volt transformer to be used outdoors. Correct PPE to be worn i.e. safety shoes, safety boots and leather gloves, eye protection, dust masks and ear defenders. High standard of housekeeping.</p>	<p>High Risk Low if control measures followed.</p>	<p>Ongoing training – including symptoms of vibration damage. No loose clothing. Maintain equipment and record. Complete electrical hand tool checklist. Regular breaks from equipment</p>

Address: Startright

Assessed by: S GRICE

Risk assessment: Cement Mixer

Last Review: Janaury 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor, high, medium, low	Further Action
Electricity. Cement Dust. Wet cement. Manual handling. Trapping and entanglement. Slips, trips and falls.	Staff. Students. Visitors.	Electric Shock/Death. Eye, skin and respiratory tract irritation from exposure to cement dust. Chemical Burns. Pulled muscles, twists, sprains etc. Trapped fingers, hands, clothing, jewellery etc. Bruises, cuts, broken bones act.	Only competent staff member to operate cement mixer. Pre-user checks on equipment. 110-volt transformer to be used (if required.) Water soluble dust mask, safety boots and alkali-resistant gloves when using cement. Eat and drink only in dust-free areas to avoid ingesting cement dust. Mixer to be loaded gradually with small quantities to avoid over-exertion (shovel loading.) Be sure appropriate guards are in place on power tools before using them. High standards of housekeeping within work areas. Restrict access from visitors when mixer is in operation.	High Low if control measures followed.	Non-required

Address: Startright

Assessed by: S GRICE

Risk Assessment: Basic bricklaying

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor high, medium, low	Further action
Manual Handling. Poor Housekeeping. Brick shards. Cement dust. Wet cement.	Staff. Clients. Visitors.	Disc injuries, Ligament/tendon injuries. Muscular/nerve injuries. Hernias. Fractures, cuts and abrasions. Slips, trips and falls. Foreign bodies entering eyes (brick shards). Cement dust. Inhalation of dust/cement powder. Dry/wet cement. Dermatitis. Lime burns. Infection of open wound.	Induction training. Correct PPE to be worn i.e. safety shoes, safety boots and leather gloves. Clear walkways maintained. Ensure good housekeeping standards. Induction training. Correct PPE to be worn i.e. correct safety glasses. Induction training. Correct PPE to be worn i.e. correct type of face mask/filter. Induction training. Provision and use of correct PPE i.e. gloves fit for purpose. A higher % of mix sand to concrete,	High Low if control measures followed.	Avoid manual handling if possible. Mechanisation. Manual handling training. Smaller loads, buddy system, safe system of work and safe working procedures. Supervision to ensure PPE available and used. First aid provision – eyewash or running water. Attend COSHH course. First aid provision. LEV where possible. Attend COSHH course. Ensure personal hygiene maintained, ensure materials correctly stored. Provide barrier cream

Address: Startright

Assessed by: S GRICE

Risk Assessment: Manual Handling

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor, high, medium, low	Further Action
Manual handling of various loads. Changing water bottles. Slips, trips and falls.	Staff. Clients.	Disc injuries. Ligament/tenon injuries. Muscular/nerve injuries. Hernias. Fractures. Cuts and abrasions.	In house training. Generic assessments available on database. H&S department advice/guidance. Ensure the housekeeping regime is maintained. Clear walkways maintained. Correct PPE to be worn i.e. safety shoes, safety boots and leather gloves.	Low. If control measures followed.	Avoid manual handling if possible. Manual handling training. Smaller loads.

Address: Startright

Assessed by: S GRICE

Risk Assessment: Removal of old and flaky paint

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor, high, medium, low	Further Action
Old paint. Dust and dirt. Concealed Asbestos. Sharp surfaces.	Staff. Clients. Members of the public.	Inhalation and ingestion of dust particles. (Could contain lead, lime, free silica or fungal spores). Dust and flakes of paint in eyes, Cuts and Abrasions to hands. Secondary illness through asbestosis.	Information, instruction and training available through induction to meet legal standards. Good practice etc. Disposable filter dust respirators (suitable to the task), coveralls, and welfare facilities. Consultation of the asbestos survey/assessment before commencement of work.	Low. If controlled measures followed.	Remove the risk, try a less risky operation, prevent access, issue PPE, and provide welfare facilities. Full eye protection. Leather gloves. Physical barrier to prevent public coming onto site, signage, authorised access to site only.

Address: Startright

Risk Assessment: Lime, Cement

Assessed by: S

GRICE Last Review:

January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor, high, medium, low	Further Action
Dust	Staff	Inhalation, ingestion of dust particles	Products stored, handled and used correctly by staff PPE	Low	Issue PPE Authorised Access by Staff Only

Address: Startright

Assessed by: S GRICE

Risk Assessment: Emulsion

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk Factor, high, medium, low	Further Action
Inhalation	Staff Clients Member of public	Personal Injury Injury to others Damage to property	In-house Induction Information issued when using Training courses for supervisory staff Provision of correct PPE	Medium If control measures followed.	A competent person to be in attendance at all times for the duration of the work. Produce a regular inspection process.

Assessed by: S

GRICE Last Review:

January 2025

Address: Startright

Risk Assessment: COSHH

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor, high, medium, low	Further Action
Chemicals, cement, lime dust	Clients Staff	Spillage Inhalation of dust powder Irritation to eyes, skin, respiratory system and gastrointestinal tract	Assessment completed on all products Correct PPE to be worn i.e. mask/filter	Medium Low if controlled measures followed	Staff, clients given information, instructions and training.

Address:

Assessed by: S GRICE

Risk Assessment: Hand Tools (NON POWER TOOLS)

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measured	Risk Factor, low, medium, high	Further Action
Using Hand Tools (Various).	Staff. Clients.	Injury to eyes. Injury to the hands and fingers. Cuts and abrasions. Muscular/nerve injuries. Slips, trips and falls.	Comprehensive induction programme to cover all activities, including what aspects of behaviour are expected. Tools inspected prior to use. Supervision to be maintained at all times. No activities to take place during breaks in work. Tools to be stored away if supervisor not present. First aid provision is to be made available. Provision and use of PPE	High Low if control measures followed.	Employees to be made aware of duty to inform staff of any faults. Consider attendance on a health and safety training course. All clients to be briefed (documented) on accident reporting procedures. Ensure learners and staffs are physically capable of carrying out manual work, especially where manual handling is undertaken.

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk Factor High, Medium, Low	Further Action
Flammable Inhalation	Staff Clients Member of public	Personal Injury Injury to others Training Courses For Supervisory Staff Provision of correct PPE	In-House Induction Information issued when using	Medium If control measures followed	A competent person to be in attendance at all times for the duration of the work. Produce a regular inspection process

Assessed by: Stephen Grice

Last Review: January 2025

Address by: Startright

Risk Assessment: White Spirits

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor High, Medium, Low	Further action
Flammable	Staff	Personal Injury	In-House Induction	Medium	A competent person to be in attendance at all times for the duration of the work.
Irritant	Clients	Injury to others	Information issued when using	Low if control measures followed	
	Member of the public	Damage to property	Training courses for supervisory staff Provision of correct PPE Fire procedures in place		

Assessed by: Stephen Grice

Address by: Startright

Last Review: January 2025

Risk Assessment: Manual Handling

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor High, Medium, Low	Further action
The load The environment Insufficient training	Staff Clients	Personal Injury Musculoskeletal disorder Injury to others Damage to property	In-House Induction Information issued Training and supervision for clients All personal on site not to lift no more than 25kg, without lifting equipment or help. Provision of correct PPE	LOW If control measures followed	A competent person to be in attendance at all times for the duration of the work. To plan ahead, use team work where the load is too heavy for one person. Avoid awkward movements, such as stooping, reaching or twisting.

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Assessed by: Stephen

Address by: Startright

Grice Last Review:

Risk Assessment: Fix Construction Components

January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor High, Medium, Low	Further action
Working at height	Staff	Personal Injury	In-House Induction	LOW	A competent person to be in attendance at all times for the duration of the work.
Hand tools	Clients	Injury to others	Information issued	If control measures followed	To plan ahead, see control measures on risk assessment
Insufficient training		Damage to property	Training and supervision for clients		
			To ensure all hand tools are visually checked before use, (damage, clean, etc)		
			To ensure materials to be fixed are all in good order before use		Avoid awkward movements, such as stooping, reaching or twisting, while working on steps or above ground level.
			Report any defects to a member of staff		
			Provision of correct PPE		

Address by: Startright

Assessed by: Stephen Grice

Risk Assessment: Cut, Lay & Fix Components

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor high, medium, low	Further action
Manual Handling. Poor Housekeeping. Brick shards. Cement dust. Wet cement.	Staff. Clients. Visitors.	Disc injuries, Ligament/tendon injuries. Muscular/nerve injuries. Hernias. Fractures, cuts and abrasions. Slips, trips and falls. Foreign bodies entering eyes (brick shards). Cement dust. Inhalation of dust/cement powder. Dry/wet cement. Dermatitis. Lime burns. Infection of open wound.	Induction training. Correct PPE to be worn i.e. safety shoes, safety boots and leather gloves. Clear walkways maintained. Ensure good housekeeping standards.	Low. If control measures followed.	Avoid manual handling if possible. Mechanisation. Manual handling training. Smaller loads, buddy system, safe system of work and safe working procedures. Supervision to ensure PPE available and used. First aid provision – eyewash or running water. Attend COSHH course. First aid provision. LEV where possible. Attend COSHH course. Ensure personal hygiene maintained, ensure materials correctly stored. Provide barrier cream

Address by: Startright

Assessed by: Stephen Grice

Risk Assessment: Cut, Lay & Fix Components

Tiling

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor high, medium, low	Further action
Manual Handling. Poor Housekeeping. Tile shards. Slips, trips and falls	Staff. Clients. Visitors.	Muscular Cuts and abrasions. Foreign bodies entering eyes (tile shards). grout dust. Inhalation of dust/grout powder. Dry/wet adhesive Dermatitis. Infection of open wound.	Induction training. Correct PPE to be worn i.e. safety shoes, safety boots and gloves. Clear walkways maintained. Ensure good housekeeping standards.	Low. If control measures followed.	Avoid manual handling if possible Smaller loads, buddy system, safe system of work and safe working procedures. Supervision at all times to ensure client working safely

Address by: Startright

Assessed by: Stephen Grice

Risk Assessment: Cut, Lay & Fix Components

- Plasterboards

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor high, medium, low	Further action
Manual Handling. Poor Housekeeping. Slips, trips and falls Hand Tools Working at heights	Staff. Clients. Visitors.	Musculoskeletal Disorder Muscular Cuts and abrasions. Foreign bodies entering eyes (Plaster dust). Inhalation of dust Dry/wet adhesive Dermatitis.	Induction training. Correct PPE to be worn i.e. safety shoes, safety boots and gloves. Clear walkways maintained. Ensure good housekeeping standards. Supervision and training during activity Check all hand tools prior to use	Low. If control measures followed.	Avoid manual handling if possible Smaller loads, buddy system, safe system of work and safe working procedures. Supervision at all times to ensure client working safely

Address by: Startright

Assessed by: Stephen Grice Last

Risk Assessment: Mixing Materials –

Mix mortar

Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor high, medium, low	Further action
Inhalation of lime dust Manual Handling. Poor Housekeeping. Slips, trips and falls Hand Tools	Staff. Clients. Visitors.	Musculoskeletal Disorder Foreign bodies entering eyes (Sand Lime dust). Inhalation of dust Dry/wet Mortar Dermatitis.	Induction training. Correct PPE to be worn i.e. safety shoes, safety boots and gloves. Clear walkways maintained. Ensure good housekeeping standards. Supervision and training during activity Check all hand tools prior to use face Masks	Medium If control measures strictly followed.	Avoid manual handling if possible Smaller loads, safe system of work and safe working procedures. Supervision at all times to ensure client working safely Ensure correct ppe worn at all times

Address by: Startright

Assessed by: Stephen Grice

Risk Assessment: Mixing Materials

Mix Plaster

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor high, medium, low	Further action
Inhalation of Plaster dust Manual Handling. Poor Housekeeping. Slips, trips and falls Hand Tools	Staff. Clients. Visitors.	Musculoskeletal Disorder Foreign bodies entering eyes (Sand Lime dust). Inhalation of dust Dry/wet Plaster Dermatitis.	Induction training. Correct PPE to be worn i.e. safety shoes, safety boots and gloves. Clear walkways maintained. Ensure good housekeeping standards. Supervision and training during activity Check all hand tools prior to use Face masks	Low If control measures strictly followed.	Avoid manual handling if possible Smaller loads, safe system of work and safe working procedures. Supervision at all times to ensure client working safely Ensure correct ppe worn at all times

Address by: Startright

Assessed by: Stephen Grice

Risk Assessment: Apply Finishing Materials

- Plastering

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor high, medium, low	Further action
Inhalation dust Slips, trips and falls Irritant	Staff. Clients. Visitors.	Personal Injury Injury to others Foreign bodies entering eyes (Plaster dust). Inhalation of dust Musculoskeletal disorder	Induction training. Correct PPE to be worn i.e. safety shoes, safety boots and gloves. Clear walkways maintained. Ensure good housekeeping standards. Supervision and training during activity Check all hand tools prior to use .	Low. If control measures followed.	Supervision at all times to ensure client working safely

Address by: Startright

Assessed by: Stephen Grice

Risk Assessment: Apply Finishing Materials

- Painting

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor high, medium, low	Further action
Inhalation dust (When De-nibbing) Inhalation of fumes Slips, trips and falls Irritant	Staff. Clients. Visitors.	Personal Injury Injury to others Foreign bodies entering eyes (dust). Inhalation of dust Musculoskeletal disorder Damage to property	Induction training. Correct PPE to be worn i.e. safety shoes, safety boots and gloves. Clear walkways maintained. Ensure good housekeeping standards. Supervision and training during activity Supply low odour materials for use. Ensure information is adhered to with these materials.	Low. If control measures followed.	Supervision at all times to ensure client working safely

Address by: Startright

Assessed by: Stephen Grice

Risk Assessment: Apply Finishing Materials

Carpentry

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor high, medium, low	Further action
Inhalation dust (When Sawing) Inhalation of fumes Slips, trips and falls Hand Tools	Staff. Clients. Visitors.	Personal Injury Injury to others Foreign bodies entering eyes (dust). Inhalation of dust Damage to property	Induction training. Correct PPE to be worn i.e. safety shoes, safety boots and gloves. Clear walkways maintained. Ensure good housekeeping standards. Supervision and training during activity Visual check of tools before and during use. .	Low. If control measures followed.	Supervision at all times to ensure client working safely

Address by: Startright

Assessed by: Stephen Grice

Risk Assessment: – Setting Out for Construction Activities

Last Review: January 2025

Hazard	Persons Affected	Risk Injury Potential	Control Measures	Risk factor high, medium, low	Further action
Manuel Handling Slips, trips and falls	Staff. Clients.	Personal Injury Injury to others	Induction training. Correct PPE to be worn i.e. safety shoes, safety boots and gloves. Clear walkways maintained. Ensure good housekeeping standards. Supervision and training during activity To have completed Manuel Handling) .	Low. If control measures followed.	Supervision at all times to ensure client working safely