

Completion of On-Line Risk Assessments

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Introduction

1.1 Context

The objective of this policy is to provide technical instruction on how to complete the online risk assessments assigned to your pharmacy as part of your Health and Safety Management System. This policy is not a training document with regards to risk management.

1.2 Purpose

The company will endeavour to take all reasonable precautions to minimise the risk or injury or harm within our pharmacies. The correct completion of risk assessments will ensure that hazards and their associated risks are highlighted in a timely manner, allowing for control measures to be put in place.

1.3 Scope

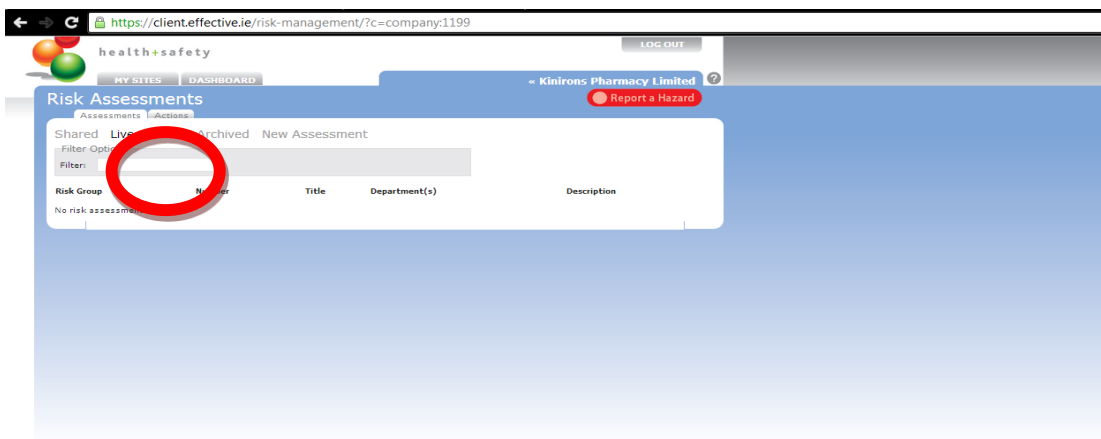
This policy applies to all pharmacy managers and relevant staff members who are accountable for the completion of risk assessments within the pharmacy.

Procedure

2.1 Completion of Assessments

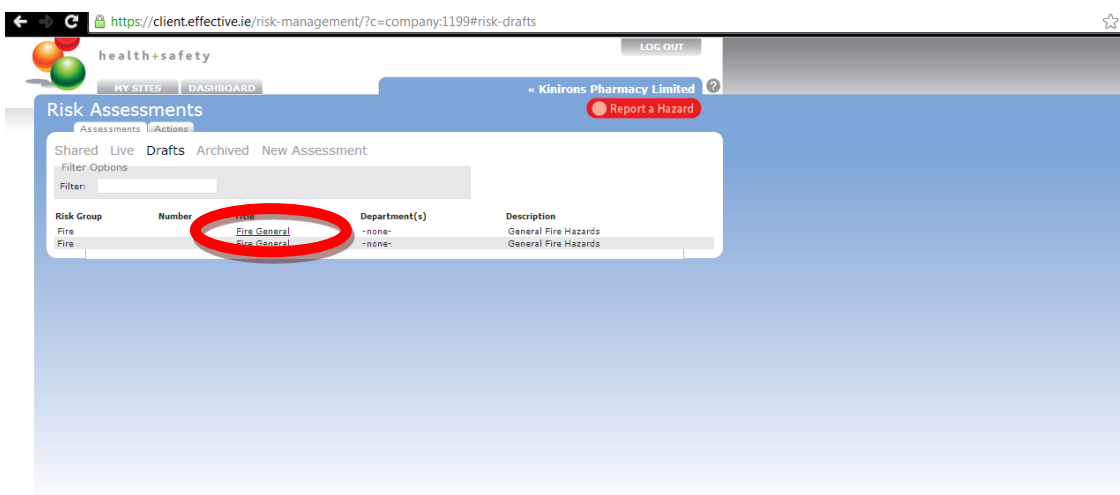
You will be notified by an assigned action and e-mail when a risk assessment has been assigned for completion by your pharmacy.

Once notified enter into your on-line health and safety system and complete by following the steps outlined in this document.

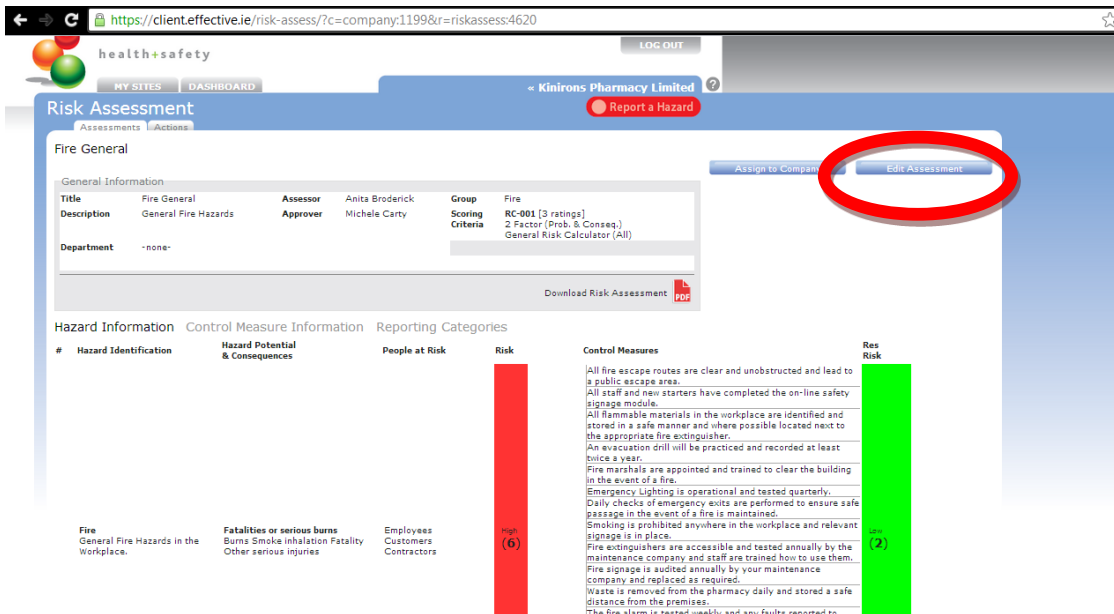


Enter into the 'Risk Management' section of your Dashboard.

Assigned risk assessments to be completed will be in the 'Drafts' section.



Select the risk assessment to be completed.



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Risk Assessment

Assessments | Actions

Fire General

Assign to Company | **Edit Assessment**

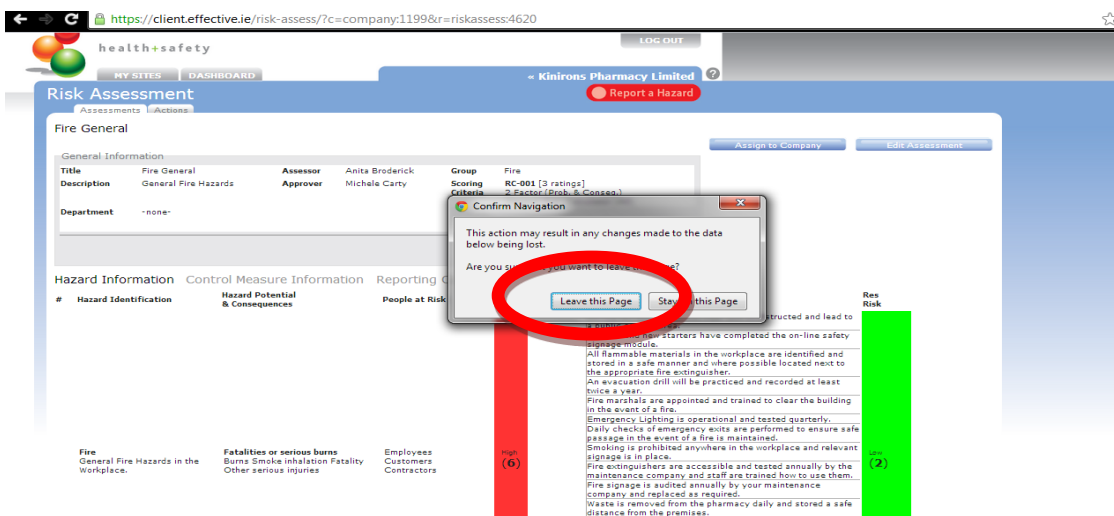
General Information		Assessor	Anita Broderick	Group	Fire
Title	Fire General	Approver	Michela Carty	Scoring Criteria	RC-001 [3 ratings] 2 Factor (Prob. & Conseq.) General Risk Calculator (All)
Description	General Fire Hazards				
Department	-none-				

Download Risk Assessment 

#	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	Res Risk
1	Fire General Fire Hazards in the Workplace.	Fatalities or serious burns Burns Smoke Inhalation Fatality Other serious injuries	Employees Customers Contractors	High (6)	<ul style="list-style-type: none"> All fire escape routes are clear and unobstructed and lead to a public escape area. All staff and new starters have completed the on-line safety signage module. All flammable materials in the workplace are identified and stored in a safe manner and where possible located next to the appropriate fire extinguisher. An evacuation drill will be practiced and recorded at least twice a year. Fire marshals are appointed and trained to clear the building in the event of a fire. Emergency Lighting is operational and tested quarterly. Daily checks of emergency exits are performed to ensure safe passage in the event of a fire is maintained. Smoking is prohibited anywhere in the workplace and relevant signage is in place. Fire extinguishers are accessible and tested annually by the maintenance company and staff are trained how to use them. Fire signage is audited annually by your maintenance company and replaced as required. Waste is removed from the pharmacy daily and stored a safe distance from the premises. The fire alarm is tested weekly and any faults reported to 	Low (2)

Inside the selected risk assessment select the 'Edit Assessment' tab.

The system will ask you if you want to leave this page, select leave this page.



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Risk Assessment

Assessments | Actions

Fire General

Assign to Company | Edit Assessment

General Information		Assessor	Anita Broderick	Group	Fire
Title	Fire General	Approver	Michela Carty	Scoring Criteria	RC-001 [3 ratings] 2 Factor (Prob. & Conseq.)
Description	General Fire Hazards				
Department	-none-				

Download Risk Assessment 

#	Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	Res Risk
1	Fire General Fire Hazards in the Workplace.	Fatalities or serious burns Burns Smoke Inhalation Fatality Other serious injuries	Employees Customers Contractors	High (6)	<ul style="list-style-type: none"> All fire escape routes are clear and unobstructed and lead to a public escape area. All staff and new starters have completed the on-line safety signage module. All flammable materials in the workplace are identified and stored in a safe manner and where possible located next to the appropriate fire extinguisher. An evacuation drill will be practiced and recorded at least twice a year. Fire marshals are appointed and trained to clear the building in the event of a fire. Emergency Lighting is operational and tested quarterly. Daily checks of emergency exits are performed to ensure safe passage in the event of a fire is maintained. Smoking is prohibited anywhere in the workplace and relevant signage is in place. Fire extinguishers are accessible and tested annually by the maintenance company and staff are trained how to use them. Fire signage is audited annually by your maintenance company and replaced as required. Waste is removed from the pharmacy daily and stored a safe distance from the premises. 	Low (2)

Confirm Navigation

This action may result in any changes made to the data below being lost.

Are you sure you want to leave this page?

Leave this Page | Stay on this Page

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Risk Assessment Report a Hazard

Assessments | Actions

Risk Assessment: Fire General

General Information

Title: Fire General Author: Anita Broderick Group: Fire

Description: General Fire Hazards Scoring Criteria: RC-001 (3 ratings), 2 Factor (Prob & Conseq), General Risk Calculator (All)

Department(s): -none-

Attachment: No file chosen (JPEG/PDF only)

Hazard Information Add Hazard

Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	In Place	Res Risk
Fire General Fire Hazards in the Workplace.	Fatalities or serious burns Burns Smoke Inhalation Fatality Other serious injuries	Employees Customers Contractors	High (6)	Daily checks of emergency exits are performed to ensure safe passage in the event of a fire is	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				Fire extinguishers are accessible and tested annually by the maintenance company and staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				Emergency Lighting is operational and tested quarterly.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Enter the name of the person completing the risk assessment within the pharmacy.

https://client.effective.ie/risk-assess/?c=company:11998&r=riskassess:4615&mode=edit

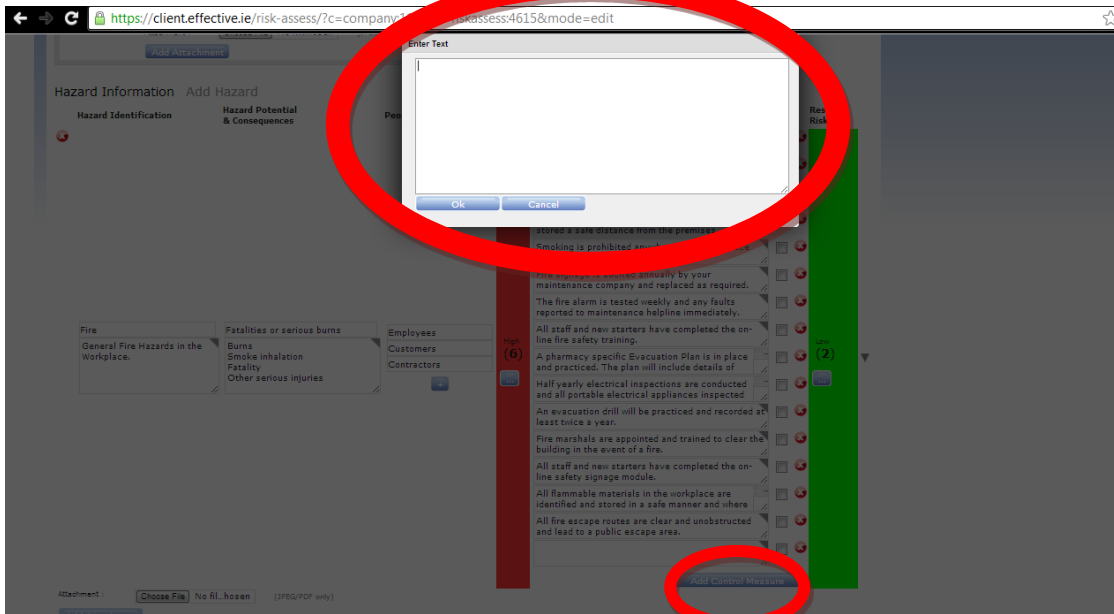
Hazard Information Add Hazard

Hazard Identification	Hazard Potential & Consequences	People at Risk	Risk	Control Measures	In Place	Res Risk
Fire General Fire Hazards in the Workplace.	Fatalities or serious burns Burns Smoke Inhalation Fatality Other serious injuries	Employees Customers Contractors	High (6)	Waste is removed from the pharmacy daily stored a safe distance from the premises	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				Smoking is prohibited anywhere in the workplace and relevant signage is in place.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				Fire signage is audited annually by your maintenance company and replaced as required.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				The fire alarm is tested weekly and any faults reported to maintenance help line immediately.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				All staff and new starters have completed on-line fire safety training.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				A pharmacy specific Evacuation Plan is in place and practiced. The plan will include details of the building and the location of fire exits.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				Half yearly electrical inspections are completed and all portable electrical appliances inspected.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				An evacuation drill will be practiced and recorded at least twice a year.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				Fire marshals are appointed and trained to clear the building in the event of a fire.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				All staff and new starters have completed on-line safety signage module.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				All flammable materials in the workplace are identified and stored in a safe manner and unobstructed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				All fire escape routes are clear and unobstructed and lead to a public escape area.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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The risk assessment will then allow you access to amend, add or delete control measures associated with the risk area.

Beside each measure you will be given an option to mark the action as 'In Place' or to Delete the measure by clicking on the x. The majority of control measures will be applicable to all locations and it is important that measures are only deleted when certain they are not relevant.



If there are additional specific control measures required to minimise the risk of a highlighted hazard for your premises these can be added by selecting the 'Add Control Measure' button. This will allow you to free text in your measure.

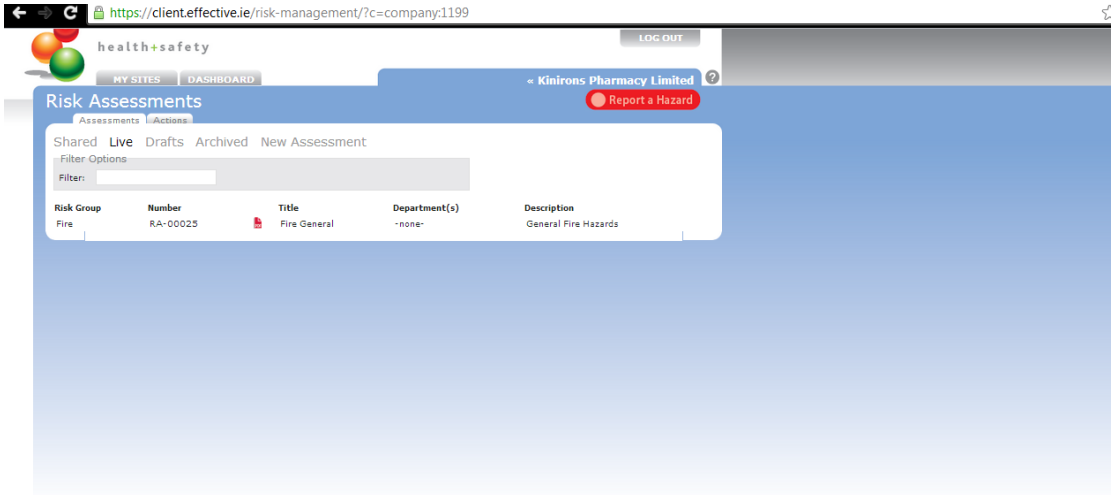
By completing these amendments you are making the assessment relevant to your premises.



Once you are satisfied that you have completed the assessment to include all control measures required to minimise the risk from the hazard please save as draft.

Once completed you must close the assigned risk assessment action to inform the system that it has now been completed. The assessment will then be reviewed by your Health and Safety Co-ordinator to ensure correct completion. Once reviewed your assessment will be set 'Live' by your Health and Safety Co-ordinator.

2.2 Control Measures Requiring Actions



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Risk Assessments

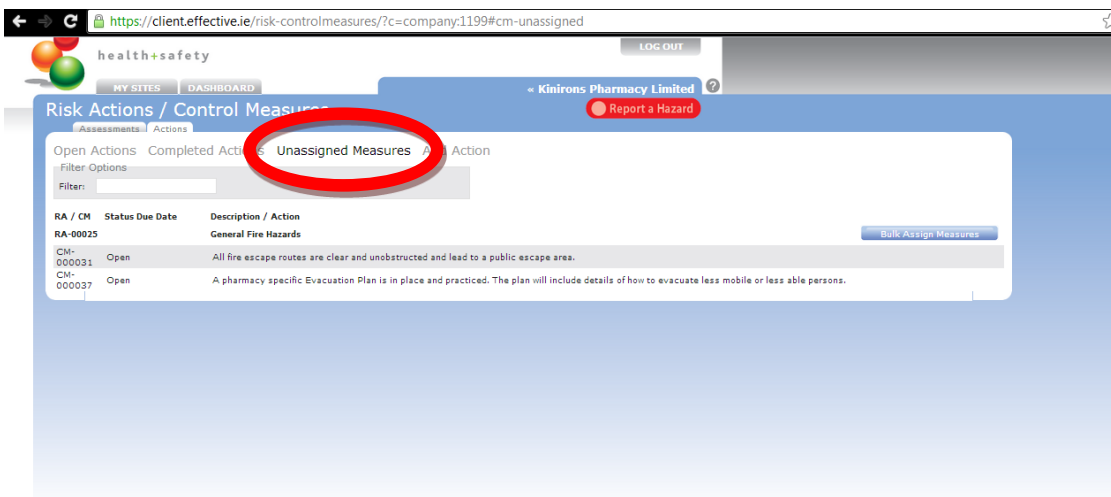
Assessments | Actions

Shared Live Drafts Archived New Assessment

Filter Options

Filter:

Risk Group	Number	Title	Department(s)	Description
Fire	RA-00025	Fire General	-none-	General Fire Hazards



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Risk Actions / Control Measures

Assessments | Actions

Open Actions Completed Actions **Unassigned Measures** / Action

Filter Options

Filter:

RA / CM	Status	Due Date	Description / Action
RA-00025			General Fire Hazards
CM-000031	Open		All fire escape routes are clear and unobstructed and lead to a public escape area.
CM-000037	Open		A pharmacy specific Evacuation Plan is in place and practiced. The plan will include details of how to evacuate less mobile or less able persons.

Bulk Assign Measures

Once set live the actions which were identified as not being in place at the time of the assessment will go into the Unassigned Actions section of your 'Risk Management' module.

https://client.effective.ie/risk-measures/?c=company:1199&r=riskassess:4624&mode=edit

Category	Severity	Frequency	Assigned To	Due Date	Repeat
1 Fire	Fatalities or serious burns	High (6)	Anita Broderick <i>Kilrossa Pharmacy Limited / Manager</i>		Do not repeat / Repeat every
		Low (2)			

Fire extinguishers are accessible and tested annually by the maintenance company and staff are trained how to use them. 0

Emergency Lighting is operational and tested quarterly. 0

Waste is removed from the pharmacy daily and stored a safe distance from the premises. 0

Smoking is prohibited anywhere in the workplace and relevant signage is in place. 0

Fire signage is audited annually by your maintenance company and replaced as required. 0

The fire alarm is tested weekly and any faults reported to maintenance helpline immediately. 0

All staff and new starters have completed the on-line fire safety training. 0

A pharmacy specific Evacuation Plan is in place and practiced. The plan will include details of how to evacuate less mobile or less able persons. 0

Half yearly electrical inspections are conducted and all portable electrical appliances inspected on an annual basis by your maintenance company. 0

An evacuation drill will be practiced and recorded at least twice a year. 0

Fire marshals are appointed and trained to clear the building in the event of a fire. 0

All staff and new starters have completed the on-line safety signage module. 0

All flammable materials in the workplace are identified and stored in a safe manner and where possible located next to the appropriate fire extinguisher. 0

All fire escape routes are clear and unobstructed and lead to a public escape area. 0

Fire extinguishers are accessible and tested annually by the maintenance company and staff are trained how to use them. 0

Emergency Lighting is operational and tested quarterly. 0

Waste is removed from the pharmacy daily and stored a safe distance from the premises. 0

Smoking is prohibited anywhere in the workplace and relevant signage is in place. 0

Fire signage is audited annually by your maintenance company and replaced as required. 0

The fire alarm is tested weekly and any faults reported to maintenance helpline immediately. 0

All staff and new starters have completed the on-line fire safety training. 0

A pharmacy specific Evacuation Plan is in place. 0

Half yearly electrical inspections are conducted and all portable electrical appliances inspected on an annual basis by your maintenance company. 0

An evacuation drill will be practiced and recorded at least twice a year. 0

Fire marshals are appointed and trained to clear the building in the event of a fire. 0

All staff and new starters have completed the on-line safety signage module. 0

All flammable materials in the workplace are identified and stored in a safe manner and where possible located next to the appropriate fire extinguisher. 0

All fire escape routes are clear and unobstructed and lead to a public escape area. 0

Save Cancel

This section allows you to set accountable persons within your pharmacy for the actions and a timeline for completion.

https://client.effective.ie/risk-measures/?c=company:1199&r=riskassess:4624&mode=edit

Category	Severity	Frequency	Assigned To	Due Date	Repeat
1 Fire	Fatalities or serious burns	High (6)	Anita Broderick	19-Nov-2012	Do not repeat / Repeat every
		Low (2)			

Fire extinguishers are accessible and tested annually by the maintenance company and staff are trained how to use them. 0

Emergency Lighting is operational and tested quarterly. 0

Waste is removed from the pharmacy daily and stored a safe distance from the premises. 0

Smoking is prohibited anywhere in the workplace and relevant signage is in place. 0

Fire signage is audited annually by your maintenance company and replaced as required. 0

The fire alarm is tested weekly and any faults reported to maintenance helpline immediately. 0

All staff and new starters have completed the on-line fire safety training. 0

A pharmacy specific Evacuation Plan is in place and practiced. The plan will include details of how to evacuate less mobile or less able persons. 0

Half yearly electrical inspections are conducted and all portable electrical appliances inspected on an annual basis by your maintenance company. 0

An evacuation drill will be practiced and recorded at least twice a year. 0

Fire marshals are appointed and trained to clear the building in the event of a fire. 0

All staff and new starters have completed the on-line safety signage module. 0

All flammable materials in the workplace are identified and stored in a safe manner and where possible located next to the appropriate fire extinguisher. 0

All fire escape routes are clear and unobstructed and lead to a public escape area. 0

Fire extinguishers are accessible and tested annually by the maintenance company and staff are trained how to use them. 0

Emergency Lighting is operational and tested quarterly. 0

Waste is removed from the pharmacy daily and stored a safe distance from the premises. 0

Smoking is prohibited anywhere in the workplace and relevant signage is in place. 0

Fire signage is audited annually by your maintenance company and replaced as required. 0

The fire alarm is tested weekly and any faults reported to maintenance helpline immediately. 0

All staff and new starters have completed the on-line fire safety training. 0

A pharmacy specific Evacuation Plan is in place. 0

Half yearly electrical inspections are conducted and all portable electrical appliances inspected on an annual basis by your maintenance company. 0

An evacuation drill will be practiced and recorded at least twice a year. 0

Fire marshals are appointed and trained to clear the building in the event of a fire. 0

All staff and new starters have completed the on-line safety signage module. 0

All flammable materials in the workplace are identified and stored in a safe manner and where possible located next to the appropriate fire extinguisher. 0

All fire escape routes are clear and unobstructed and lead to a public escape area. 0

Save Cancel

Once you have assigned your actions and saved them they will populate your 'My Actions' where you can comment on the actions or close the action once the task has been completed.

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Risk Actions / Control Measures

Assessments | Actions

My Actions | Open Actions | Completed Actions | Unassigned Measures | Add Action

Filter Options

Filter:

Number	Status	Link To	Assigned To	Due Date	Action	Details	Comments
CM-000031	Live	RA-00025	Anita Broderick	09-Nov-2012	All fire escape routes are clear and unobstructed and lead to a public escape area.		Comment Close
CM-000037	Live	RA-00025	Anita Broderick	19-Nov-2012	A pharmacy specific Evacuation Plan is in place and practiced. The plan will include details of how to evacuate less mobile or less able persons.		Comment Close

As you complete more risk assessments the actions section will become your on-going action plan regarding the risks in your premises.

Completed risk assessments must be briefed to all staff members including outstanding action measures. This is to make them aware of the specific risks and control measures associated with their working environment.

2.4 Support

For assistance in the completion of risk assessments please contact your Health and Safety Co-ordinator or your Business Manager.

Section 3 – Definitions

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