

Model Risk Assessment Résumé

(For Field Service Work on Information Technology Equipment)

This Résumé has been issued to those third parties and occupying employers who are potentially affected by the Risks of our undertaking as contractors on another employers premises. We are providing this in good faith and on the strict understanding that the latest version of our full “Risk Assessment” and “Work Method Statement” have previously been issued. The understanding and use of these documents is intended to ensure that all parties are sufficiently informed to work with us in Risk Management co-operation.

HAZARD:

RISK:

CONTROLS:

Poor siting/workplace conditions: lighting Ventilation Space	Causing slips, trips, falls and impeding of escape routes. affecting all persons.	Safe System of Work designed, tutored, and employed plus documented expectation for technician house keeping/problem escalation. This is monitored through our field assessment and auditing process.
Hazardous voltages- used in operation, maintenance and testing of electrically energised equipment.	Electrocution, burns, arcing, fire ignition. Causing death/major/minor injury to our technician staff.	Safe System of Work designed, tutored, employed and monitored through our field assessment and auditing process. In addition- Live and Solitary Working is prohibited where this is not absolutely necessary i.e. in fault diagnostics. Lone work communication will be arranged as required. Equipment being serviced is not left unattended with power on and safety provisions overridden or panels removed.
Substances- used in equipment process and proprietary cleaning agents in maintenance work.	Accidental release/ escape of process compounds. Use and spills of cleaning substances. Minor injury/ill health to all persons, particularly susceptible groups.	Safe System of Work designed, tutored, employed and monitored through our field assessment and auditing process. C.O.S.H.H. and exposure assessments are available on request
Moving parts of machinery- Electro mechanical equipment	Accidental contact with high torque/sharp parts causing physical injury/entanglement or crushing to service persons.	Safe System of Work designed, tutored, employed i.e. managing loose clothing /removing jewellery. This is monitored through our field assessment and auditing process. Signage used for non-Canon staff, and prohibition of non-competent staff in work area.
Use of hand tools	Accidents involving hand tools causing minor physical injury to our staff.	Safe System of Work designed, tutored, employed and monitored through our field assessment and auditing process. Only carefully selected assessed tools are issued/used, personal tools or materials that have not been approved by us will not be permitted. Tools are periodically inspected, any defective equipment is taken out of service, made inoperable and replaced with new.
Manual Handling- In the moving/ installation and disassembly/reassemble of equipment. And also in carrying tolls/equipment	Major/minor muscular skeletal injury to our technician staff.	Safe handling techniques and specific product handling needs are tutored, employed and monitored through our field assessment and auditing process. Additional staff are used on occasions (when task is beyond individual capabilities) as required for risk reduction by team effort. Professional services are contracted for product removal/delivery/re-site. To reduce the risks from carrying tools/equipment - bespoke ‘backpacks & trolleys’ are issued and training is provided on the subject of correct use.
Lone Working	General risks normally associated with a lack of assistance and aid to recovery.	Suitable communication will be established with the host employer and agreed prior to any identified requirement for lone work. (as described in our ‘solitary working’ procedures)
Lack of Competence	Unforeseeable risks and accidents in all above areas	Canon staff undertake a full mandatory training program from induction to refresher with continuous competence assessment. Warning signs are employed by the responsible technician as an aid to managing the safety of others.