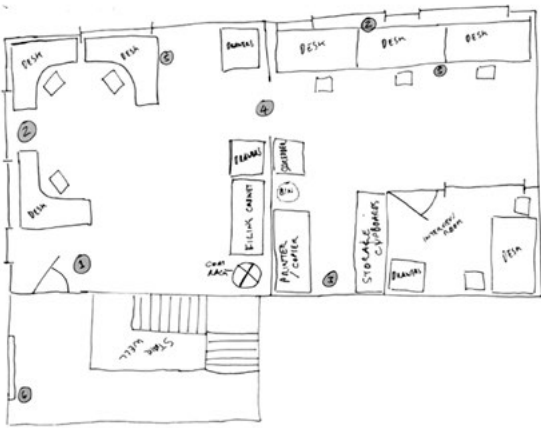


Mapping the Risk

TSSA Health and Safety: Workplace Risk Map

Use this blank map to sketch out where there has been, or there are potential risks, of slips, trips, near misses, or other hazards

Health and Safety Rep:	Date:		
Location:	Key	Hazard	Control Measure
	1.	raised Carpet tiles	replace/refit
	2.	glare from window	fit blinds
	3.	rubbish-Cardboard	remove - provide collection of rubbish
	4.	missing Carpet tile	replace
	5.	Trailing Cables under desk	tidy and secure correctly
	6.	water leaking from radiator	isolate area and repair



TSSA believes that everyone has the right to work in a safe environment that does not jeopardise their personal health and safety now or in the future.

TSSA is committed to taking on and challenging employers who fall short in providing such working conditions.

Where members suffer injury or ill-health as a result of negligence, TSSA provides access to professional legal advice to help recover damages.

TSSA Health & Safety Reps are at the forefront of delivering this message.



Risk Mapping the Workplace

The most common causes of injury in the workplace can be attributed to slips and trips. Over a third of all reported workplace injuries are due to slips, trips or falls.

Slips and trips can happen anywhere. Badly maintained walkways, carpets that don't fit, spillages are just some of the hazards that are all too common in every workplace.

Through risk mapping the workplace we can identify hazards and help to eliminate the risk of slips, trips and falls.

Risk mapping is a method that TSSA Health & Safety reps can use to engage with our members. By asking members to get involved we can use their own knowledge and experience of the workplace to ensure we identify all hazards and areas of risk.

Risk mapping can be undertaken in any workplace or environment. It has been proven to be a very useful tool for highlighting hazards and preventing injuries.

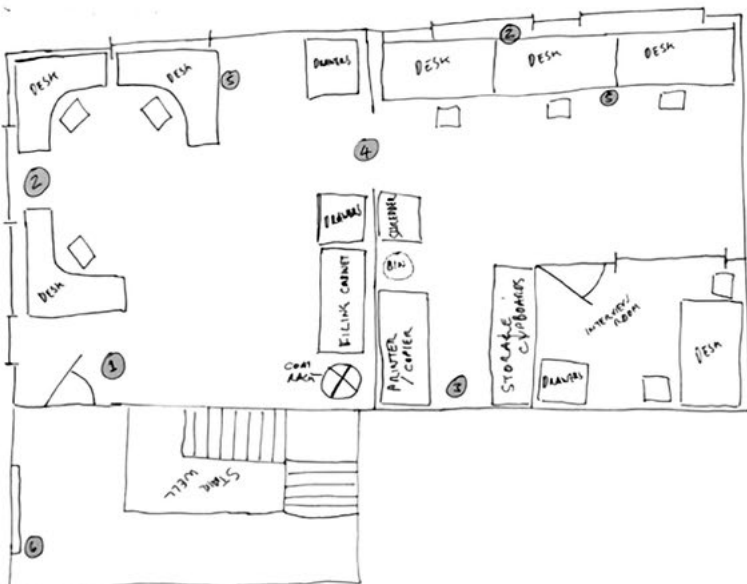
Using the Risk Mapping Tool

- Draw a sketch map of the work area. [This needs only to be basic, as long as it represents the area]
- With the members, mark on the map the slips and trips and any potential hazards
- Number them and enter details into the 'Key' & 'Hazard' columns
- Talk with members about possible solutions and enter these into the 'Control Measure' columns.

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Reporting Back

With the assistance of our members a risk map will quickly identify accident and hazard 'hotspots'. The map, along with the findings and possible causes should be presented to management.

Discuss the issues with management and decide what action needs to be taken. Report back to members the outcome of the meeting and make them aware of what improvements have been agreed.

Monitor the progress and ensure that any agreed actions are implemented. Inform members when these actions have been completed, making everyone aware of what the TSSA has achieved. With the assistance of our members a risk map will quickly identify accident and hazard 'hotspots'. The map, along with the findings and possible causes should be presented to management.

Discuss the issues with management and decide what action needs to be taken. Report back to members the outcome of the meeting and make them aware of what improvements have been agreed.

Monitor the progress and ensure that any agreed actions are implemented. Inform members when these actions have been completed, making everyone aware of what the TSSA has achieved.



The Risk Map

This chart is for reference. A larger print off version is available in the TSSA H&S reps toolkit.

If you have problems accessing a printer or would like a larger copy please contact your TSSA regional office.

TSSA Health and Safety: Workplace Risk Map



Use this blank map to sketch out where there has been, or there are potential risks, of slips, trips, near misses, or other hazards

Health and Safety Rep:		Date:		
Location:	Key	Hazard	Control Measure	

Protection for Health and Safety Reps

The rights and functions of safety reps do not place any legal duties on them.

This means that a safety rep has no greater liability in law for health and safety breaches than any other employee.

BROWN BOOK

For further information on regulations, points of clarity and guidance, reps should also refer to the TUC Safety Representatives and Safety Committees, Commonly known as the 'Brown Book'.

