

WELFARE ARRANGEMENTS

Name of assessor		PRS				Date				01.02.2026	
Task being assessed		WELFARE PROVISIONS				Work Area				ALL AREAS	
What is the hazard?	How might people be harmed?	Initial Risk rating			Existing risk control measures	New risk rating (Residual)			Additional Actions Required	Action/ monitored by whom?	Action/ monitored by when?
		L	S	R		L	S	R			
Lack of hygiene	Risk of cross contamination or illness	4	3	12	- Hot water and soap dispensers to be provided for hand washing duties. - Monitor the cleaning of toilet facilities to ensure that suitable standards are maintained. - Signage to be installed to remind staff to wash their hands before leaving the toilet and returning back to work.	1	3	3	Continuous monitoring and reviewing of the welfare provisions and procedures in place for maintaining.	Management/ Supervisor	Continuously
Inappropriate food storage facilities	Risk of illness	4	3	12	- Ensure staff are aware of the appropriate storage of food to avoid cross contamination issues. - Provide a source of heating any food, such as a microwave and a fridge and suitable cupboards for storage	1	3	3	Continuous monitoring and reviewing of the welfare provisions and procedures in place for maintaining.	Management/ Supervisor	Continuously
Slips, trips & falls	Minor/ Major Injury	4	3	12	- Ensure that the welfare area is clear from any unwanted obstructions. - Ensure adequate lighting is provided in the area.	1	3	3	Continuous monitoring and reviewing of the welfare provisions and procedures in place for maintaining.	Management/ Supervisor	Continuously
Use of electrical equipment	Electric shock	4	4	16	- Portable equipment is tested on an annual basis. - Staff are instructed to be aware of potential hazards from electrical equipment and must report any faults immediately. - Staff are to be discouraged from bringing in their own untested electrical equipment such as toasters and kettles.	1	4	4	Continuous monitoring and reviewing of the welfare provisions and procedures in place for maintaining.	Management/ Supervisor	Continuously

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		L	S	R		L	S	R			
Lack of waste management	Cross contamination or illness	4	3	12	- Ensure regular emptying of bins in the welfare area, to avoid bacteria build up. - Provide staff with the appropriate training and awareness of bacterial issues.	1	3	3	Continuous monitoring and reviewing of the welfare provisions and procedures in place for maintaining.	Management/ Supervisor	Continuously
Inappropriate heating, ventilation and lighting	Cross contamination or illness	4	3	12	- Provide a good standard of natural/artificial lighting throughout the area in accordance with building regulations. - Ensure that windows and any skylights are unobstructed and free from contaminant build-up. - Provide and maintain a good standard of heating throughout the area. - Ensure that any roller shutter doors are fitted with clear plastic blinds to keep out any inclement weather etc.	1	3	3	Continuous monitoring and reviewing of the welfare provisions and procedures in place for maintaining.	Management/ Supervisor	Continuously
Ill health caused by working too many hours		2	3	6	- Working hours are monitored and managed in accordance with the provisions of the Working Time Regulations. - Regular rest breaks given to staff.	1	3	3	Continuous monitoring and reviewing of the welfare provisions and procedures in place for maintaining.	Management/ Supervisor	Continuously
Who might be harmed?		Severity Matrix									
Employees	Y	N	Severity	5	5	10	15	20	25		
Visitors	Y	N		4	4	8	12	16	20		
Contractors	Y	N		3	3	6	9	12	15		
New & Expecting	Y	N		2	2	4	6	8	10		
Young Person	Y	N		1	1	2	3	4	5		

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		L	S	R		L	S	R			
				1	2	3	4	5			
Likelihood											
Review Date						01.02.2027					