

Risk Assessment Checklist

Winter safety advice for employers

■ Risk has been considered
 ■ Action required

Comment	Yes	No	N/A	Action identified	Person responsible
Is there enough lighting around your workplace for you and your employees to be able to see and avoid hazards that might be on the ground?					
Do you undertake inspections or tours of the premises to ensure that lighting remains effective and that any damage to walkways is promptly repaired?					
Are accumulations of wet or slippery leaves routinely cleaned and paths kept clear of obstructions?					
Have you ensured that the materials used for external paved areas are slip resistant when wet that they're adequately cleaned and maintained to keep them that way?					
Do you discourage people from taking shortcuts over grass or dirt which are likely to become slippery when wet?					
On new sites, or before laying paths, have you thought about how pedestrians are likely to move around the site?					
Have you considered fitting canopies over building entrances to reduce the amount of water walked into the buildings?					
If a canopy isn't a possibility, have you considered installing absorbent mats?					
Have you checked that entrance flooring is non-slip and is a cleaning regime in place to keep it that way?					
Have you put in place specific precautions for building entrances, car parks, pedestrian walkways, shortcuts, sloped areas and areas constantly in the shade or wet?					

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Do you have a procedure in place for keeping up-to-date with the forecast? Are you able to respond to the forecast?					
Have you got a procedure in place to prevent any icy surfaces forming or keeping pedestrians away from slippery surfaces?					
If and when you use grit, do you? <ul style="list-style-type: none"> do it early in the day - it's easier to move fresh, loose snow. use water - it might refreeze and turn to black ice, so it's not a great solution use salt if possible - it will melt the ice or snow and stop it from refreezing overnight (but don't use the salt from salting bins as this is used to keep roads clear) use sand if you don't have enough salt – it will provide grip underfoot pay extra attention when clearing steps and steep pathways. 					
Where employees have to work outside or in low temperatures, do you provide them with suitable Personal Protective Equipment (PPE)?					
Have you assessed the PPE to ensure that it provides adequate protection from the hazard (this may be just weather related or may include both weather and work related elements)?					
Have you made arrangements to ensure the PPE is properly maintained and remains fit for purpose?					

For further advice or to discuss your insurance requirements, please contact us on 0800 038 9733



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