



Data Centre Working

Risk Assessment Document



Location:	Data Centre
Address:	Address
Building Type:	Data Centre
Risk Profile:	Low / Moderate Risk



RISK ASSESSMENT MATRIX

Hazard Description		Generic RA Controls	Likelihood	Severity	Risk	Additional Control Measures	Likelihood	Severity	Residual Risk
1.	Emergency evacuations and other abnormal occurrences	None specified	2	5	10	Ensure that the premises have an up to date fire risk assessment and site inspections encompass fire and other emergency considerations. Ensure that site-specific emergency information is provided to all employees likely to visit this location. Sign in procedures ensure that all persons on site are encompassed by the emergency plans.	1	5	5
2.	Suppression systems (where fitted)	None specified	2	5	10	The risk to human life associated with any fire suppression system present on site must be documented in appropriate safe systems of work / access protocols and training undertaken in the emergency evacuation of the Data Centre.	1	5	5
3.	Workplace conditions – access & egress	Management aware of location / contact for each Lone worker. Office area only accessible to those with access fob or key.	2	4	8	Consideration should be given to management teams periodically visiting and observing work activities on site to ensure that Lone Working protocols and established safe systems of work are being used	1	4	4
4.	Slips, trips and falls	General good housekeeping methodologies	3	4	12	Ensure that premises inspections are conducted and results provided to management teams who may send employees to this location. Packaging and/or waste materials must never be left inside the data centre. Aisles and exit routes must not be obstructed. Power extension cables must never be used.	2	4	8
5.	Communications	All employees equipped with mobile communications and are in regular contact with Management	2	3	6	Ensure that all visits are appropriately communicated to management teams. Use of log in / log out system for building (either locally or via remote site). Consider the use of a buddy system to minimise time factors should an emergency condition arise.	1	3	3
6.	Personal medical issues / feeling unwell / illness	First Aid kits (mobile and static) available and all informed to seek medical assistance in such cases.	1	4	4	Ensure that any medical conditions that might be relevant to the nature or location of the work have been fully discussed with management teams / HR. Lone Working should be avoided if any pre-existing conditions that might be of concern becomes more prevalent or illness / feeling unwell presents whilst on site.	1	4	4



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7.	Working with electrical systems	Safe systems of work	2	5	10	Ensure that Combined Inspection and Testing regimes have been undertaken and that inspections of the building's fixed electrical system have also been completed Employees must strictly follow guidelines for wearing the correct protective clothing and unplug or otherwise de-energize live equipment before working on or near it. Data centres are increasingly built with low- and medium-voltage touch-safe panel boards, breakers, switches and other devices that are double insulated and help prevent worker exposure to live parts, allowing employees to maintain them without the risk of electrocution and without the need to de-energize large portions of the data centre.	1	5	5
8.	Use of work equipment	Safe systems of work	2	4	8	Ensure that any work involving hazardous items of equipment is done during times of building occupancy. The correct equipment for the job, for example, tile lifters or stepladders must always be used. Cabinet keys must not be left in the racks.	1	4	4
9.	Work pattern	Instructed to inform Manager of location and duration and to remain in regular contact and report any problems. If out of hours arrange contact regime with manager.	1	4	4	Ensure that any work patterns integrate with those of other workers wherever possible. Avoid instances of lone working so far as is reasonable practicable. Ensure that communication protocols are followed.	1	4	4
10.	Manual handling	Safe systems of work	2	4	8	Consideration should be given to ensuring that bulky loads are delivered to point of use or broken down into smaller items prior to delivery to site. Ensure that hazardous manual handling activities that cannot be avoided are only undertaken during normal building occupancy	1	4	4
11.	Intruders / Violence	Site is not signed and requires secure access to gain entry	2	5	10	The door to the Data Centre must never be propped open and no one must be allowed to 'tail-gate' behind another person entering the Data Centre legitimately.	1	5	5

Assessor:	A J Barton	Assessment Date:	28 th Sept 2015	Reference No:	001	Revision No:	001
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RISK RATING MATRIX

In order to quantify the likelihood and severity of certain observations / situations, the following risk rating matrix will be used. By considering the likelihood and severity of each element an overall risk rating can be determined. This risk rating will be documented in an 'as seen' capacity based on current controls as well a residual risk rating that would be appropriate is all documented remedial actions had been completed.

S \ L	Intolerable (5)	Significant (4)	Moderate (3)	Slight (2)	Negligible (1)	R I S K
Very likely (5)	High (25)	High (20)	High (15)	Medium (10)	Low (5)	
Probable (4)	High (20)	High (16)	Medium (12)	Medium (8)	Low (4)	
Possible (3)	High (15)	Medium (12)	Medium (9)	Medium (6)	Low (3)	
Remote (2)	Medium (10)	Medium (8)	Medium (6)	Low (4)	Low (2)	
Improbable (1)	Low (5)	Low (4)	Low (3)	Low (2)	Low (1)	

High	Very limited or no controls in place - significant breach of H&S legislation, non-compliance with policy and procedures, non-compliance with best practice. Intolerable risk to the organisation in terms of personal injury, civil or criminal litigation.
Medium	Partial or inadequate controls exist - possible breach of H&S legislation, non-compliance with policy and procedures, non-compliance with best practice. Possible risk to the organisation in terms of personal injury, civil or criminal litigation.
Low	Controls exist - unlikely breach of H&S legislation, partial non-compliance with policy and procedures, best practice. Low risk of personal injury. Low risk of improvement notice being served by the enforcing authorities.

Overall Risk - before the implementation of additional controls

Minor	No action is required and no additional detailed records need be kept	
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost, and various corrective actions may be required	
Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures	X
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.	
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.	