

RISK ASSESSMENT

**in accordance with § 102 para 3 of Act 262/2006 Coll.,
Labour Code**

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Legend:

P - Probability of occurrence and existence of risk	H - Detectability - opinion of evaluators
1. Random	1. Negligible effect on the degree of danger and threat
2. Improbable	2. Little effect on the degree of danger and threat
3. Probable	3. Greater, non-negligible effect on the degree of danger and threat
4. Very probable	4. Great and significant effect on the degree of danger and threat
5. Permanent	5. More significant and adverse effects on severity and consequences of danger and threat
	R - Risk rate multiples $P \times N \times H=R$
N –Probability of consequences - severity	0 - 3: Insignificant risk
1. Injuries without incapacity for work	4 - 10: Low risk
2. Absence injury (with incapacity for work)	11 - 50: Mild risk
3. A more serious injury requiring hospitalization	51 - 100: High risk
4. Serious injury and injury with permanent consequences	101 - 125: Unacceptable risk - measures must always be taken to reduce the risk, otherwise the workplace may not operate!
5. Fatal injury	

Assessed department	Sub-system	Identification of danger	P	N	H	Severity/ level of risk R		Safety/preventive measures
Common risks	driving a motor vehicle on a business trip	risk of injury in the event of an accident	3	5	5	75	high risk	to undergo BOZP training in driving motor vehicles (drivers - agents), drive motor vehicles in accordance with the rules of road traffic, continuously monitor changes in legislation, drive the vehicle well rested and take safety breaks, check the condition and functionality of the vehicle before driving, not to drive while not medically fit,
Common risks	driving a motor vehicle on a business trip	risk of injury due to incorrect use and operation of the motor vehicles	2	5	2	20	mild risk	to become acquainted with the instructions for operation and maintenance of a specific motor vehicle, carry out repair and maintenance of the vehicle according to the manufacturer's instructions, have instructions handy inside the vehicle,
Common risks	manual handling of loads	risk of damage to the spine when handling overweight loads	3	5	2	30	mild risk	to observe the weight limits for one-off manual handling of loads - lifting, placing and carrying loads - men max. 50 kg, women max. 20 kg, handle loads of higher weight by mechanization,
Common risks	movement on public road pathways	risk of collision with motor vehicles when moving on the roads outside	3	5	5	75	high risk	to wear a reflective warning vest or reflective work clothes when moving on public roads,
Common risks	movement in common areas	risk of injury when moving up and down the stairs	2	5	2	20	mild risk	risk of falling when moving up and down the stairs – to take extra care, move up and down the stairs in calm and without hurry, move up and down the stairs in the direction of walking,
Common risks	usage of electric hand tools and electrical appliances	danger of injury electric current when working with electric current equipment and appliances	2	5	2	20	mild risk	to check the condition of electrical equipment before starting work, it is forbidden to tamper with the equipment, damaged electrical equipment must not be used, electrical equipment and appliances should be periodically inspected,
Common risks	usage of electric hand tools and electrical appliances	risk of injury due to incorrect operation of electrical appliances	2	2	2	8	low risk	to use electrical appliances in accordance with the operating and maintenance instructions,
Common risks	cleaning of common areas	risk of injury when moving on a wet floor after cleaning	3	3	2	18	mild risk	to take extra care when moving on wet floors, cleaners must mark the floor with a warning board after wet cleaning,
Maintenance, boiler room operation, building management	operation of electrical equipment	risk of injury through damaged electrical equipment	3	5	2	30	mild risk	the operator must be trained in accordance with Notice no. 50/1978 Coll., the operator must perform a visual inspection of the condition of electrical equipment before the use, perform regular electrical inspections,

Maintenance, boiler room operation, building management	usage of electric hand tools and electrical appliances	risk of injury through damaged electrical equipment	3	5	2	30	mild risk	the operator must be acquainted with the instructions for operation and maintenance of the equipment, the operator must perform a visual inspection of the condition of power tools or appliances before the use, perform regular electrical inspections, in case of power hand tools perform a function test while idle,
Maintenance, boiler room operation, building management	work at heights and above free depth	risk of falling from a height when working on portable and non-portable ladders, portable steps	3	5	5	75	high risk	workers must undergo training for work at heights and above free depth in accordance with the requirements of NV 362/2006 Coll., when working at the edge of the roof, once a year to check the technical condition of ladders,
Maintenance, boiler room operation, building management	handling of dangerous chemical substances (thinners, cleaning and lubricating agents)	risk of injury due to incorrect handling of the chemicals or their unwanted leakage	3	5	2	30	mild risk	to follow the storage and handling instructions on the labels of chemical substances and in their Safety Sheets, use the required protective equipment,
Maintenance, boiler room operation, building management	maintenance and repairs of technical equipment of buildings	risk of injury due to incorrect maintenance or the machine in contravention of the instructions in the manufacturer's operation and maintenance manual	3	5	2	30	mild risk	to perform maintenance after becoming acquainted with the Operation and Maintenance Manual, perform maintenance while medically fit, use specified personal protective equipment during maintenance, observe operational safety regulations and instructions for operation and maintenance of technical equipment of the building,
Maintenance, boiler room operation, building management	manual handling of loads	risk of damage to the spine when handling overweight loads	3	5	2	30	mild risk	to observe the weight limits for one-off manual handling of loads - lifting, placing and carrying loads - men max. 50 kg, women max. 20 kg, handle loads of higher weight by mechanization,
Maintenance, boiler room operation, building management	movement on outdoor pathways	risk of collision with motor vehicles when moving on the roads outside	3	5	5	75	high risk	to wear a reflective warning vest or reflective work clothes when moving on public roads,
Maintenance, boiler room operation, building management	manual handling of products/parts, manual handling of spare parts of machines and technical devices	risk of cutting oneself on the sharp edges of machined parts	3	5	2	30	mild risk	to use designated personal protective equipment - use protective gloves resistant to cuts, use designated protective work shoes resistant to cuts in the insole,

Maintenance, boiler room operation, building management	electrical equipment, electrical appliances and electric hand tools	risk of injury by electric current when working with electric equipment and appliances under voltage	3	5	5	75	high risk	to follow the instructions for operation and maintenance of electrical equipment, electrical appliances and electric hand tools, before starting work to check the condition of electrical equipment, it is prohibited to tamper with the equipment without authorization, damaged electrical equipment may not be used, maintenance and repairs of electrical equipment may only be carried out by persons familiar with this area - electricians, comply with legislative and normative requirements for work with equipment under voltage, perform periodic inspections of electrical equipment, test electric hand tools before use while idle,
Maintenance, boiler room operation, building management	pressure equipment, aerators	risk of injury during operation and maintenance of pressure equipment	3	5	5	75	high risk	to follow the instructions for operation and maintenance of pressure equipment, it may only be operated by personnel trained to operate pressure vessels, perform periodic inspections of technical condition and revisions,
Maintenance, boiler room operation, building management	gas appliances	risk of injury when operating gas equipment or in the event of a gas leak	3	5	5	75	high risk	to follow the instructions for operation and maintenance of pressure equipment, it may only be operated by personnel trained to operate pressure vessels, perform periodic inspections of technical condition, tightness and inspection of gas equipment and pipelines,
Photo lab	operation of technical equipment of a photo lab	risk of injury due to incorrect use of technical equipment of the laboratory	3	5	2	30	mild risk	to follow the instructions for operation and maintenance of technical equipment of the laboratory, it may only be operated by personnel trained to operate the technical equipment of the laboratory, perform periodic inspections of the technical condition,
Photo lab	use of chemicals of a photo lab	risk of injury due to incorrect handling of the chemicals or their unwanted leakage	3	5	2	30	mild risk	to follow the storage and handling instructions on the labels of chemical substances and in their Safety Sheets, use the required protective equipment,
Photo lab	movement of people around the photo lab	risk of injury when people are moving in low visibility (red light) and in the dark	3	5	2	30	mild risk	to be sufficiently acquainted with the layout of the laboratory, pay increased attention when moving around the laboratory and when working in the laboratory with reduced visibility in red light, not to move around the laboratory in the dark,
Multimedia centre	operation of technical equipment	risk of injury due to incorrect use of technical equipment of the laboratory	3	5	2	30	mild risk	to follow the instructions for operation and maintenance of technical equipment of the laboratory, it may only be operated by personnel trained to operate the technical equipment of the laboratory, perform periodic inspections of the technical condition,

Multimedia centre	operation of technical equipment	risk of injury when operating electrical equipment of the centre	3	5	5	75	high risk	to follow the instructions for operation and maintenance of electrical equipment, electrical appliances and electric hand tools, before starting work to check the condition of electrical equipment, it is prohibited to tamper with the equipment without authorization, damaged electrical equipment may not be used, maintenance and repairs of electrical equipment may only be carried out by persons familiar with this area - electricians, comply with legislative and normative requirements for work with equipment under voltage, perform periodic inspections of electrical equipment, test electric hand tools before use while idle,
Multimedia centre	use of chemicals for cleaning, degreasing and maintenance of equipment	risk of injury due to incorrect handling of the chemicals or their unwanted leakage	3	5	2	30	mild risk	to follow the storage and handling instructions on the labels of chemical substances and in their Safety Sheets, use the required protective equipment,
Multimedia centre	movement of people around the photo lab	risk of injury when people are moving in low visibility (red light) and in the dark	3	5	2	30	mild risk	to be sufficiently acquainted with the layout of the laboratory, pay increased attention when moving around the laboratory and when working in the laboratory with reduced visibility in red light, not to move around the laboratory in the dark,
Building cleaning	movement on a wet floor	risk of falling and injury in the event of a fall	3	5	2	30	mild risk	to wear work shoes with non-slip soles, take extra care, wear work shoes properly,
Building cleaning	use of chemicals for cleaning, disinfection and washing	risk of injury due to incorrect handling of the chemicals or their unwanted leakage	3	5	2	30	mild risk	to follow the storage and handling instructions on the labels of chemical substances and in their Safety Sheets, use the required protective equipment,
Building cleaning	manual handling of loads - removal of waste, bucket with washing or disinfecting products	risk of damage to the spine when handling overweight loads	3	5	2	30	mild risk	to observe the weight limits for one-off manual handling of loads - lifting, placing and carrying loads - men max. 50 kg, women max. 20 kg, handle loads of higher weight by mechanization,
Building cleaning	work on stepladders	risk of falling off the stepladder	3	5	2	30	mild risk	to take extra care, not to work at heights above 1.5 m with the feet, be medically fit, once a year check the technical condition of the stepladders, fastened heel strap when working on the stepladders,
Building cleaning	waste removal, toilet cleaning and social facilities	risk of biological and bacterial disease	3	5	2	30	mild risk	to use protective work gloves, take extra care, follow basic hygiene principles,

Building cleaning	operation of cleaning electric appliances	risk of injury when operating electrical appliances	3	5	5	75	high risk	to follow the instructions for operation and maintenance of electrical equipment, electrical appliances and electric hand tools, before starting work to check the condition of electrical equipment, it is prohibited to tamper with the equipment without authorization, damaged electrical equipment may not be used, maintenance and repairs of electrical equipment may only be carried out by persons familiar with this area - electricians, perform periodic inspections of electrical equipment, test electric appliances before use while idle,
IT work, IT department	use of chemicals when cleaning IT equipment	risk of injury due to incorrect handling of the chemicals or their unwanted leakage	3	5	2	30	mild risk	to follow the storage and handling instructions on the labels of chemical substances and in their Safety Sheets, use the required protective equipment,
IT work, IT department	manual handling of loads - IT transfer and manipulation technical equipment	risk of damage to the spine when handling overweight loads	3	5	2	30	mild risk	to observe the weight limits for one-off manual handling of loads - lifting, placing and carrying loads - men max. 50 kg, women max. 20 kg, handle loads of higher weight by mechanization,
IT work, IT department	work at heights	risk of fall	3	5	2	30	mild risk	to take extra care, be trained for work at heights and above free depth, be medically fit when working at heights, once a year check the technical condition of stepladders and ladders, use designated work shoes, use designated work equipment,
IT work, IT department	electrical equipment, electrical appliances and electric hand tools	risk of injury by electric current when working with electric equipment and appliances under voltage	3	5	5	75	high risk	to follow the instructions for operation and maintenance of electrical equipment, electrical appliances and electric hand tools, before starting work to check the condition of electrical equipment, it is prohibited to tamper with the equipment without authorization, damaged electrical equipment may not be used, maintenance and repairs of electrical equipment may only be carried out by persons familiar with this area - electricians, comply with legislative and normative requirements for work with equipment under voltage, perform periodic inspections of electrical equipment, test electric hand tools before use while idle,
IT work, IT department	hand tools	risk of injury when using hand tools	1	2	2	4	low risk	to use undamaged hand tools, use hand tools only for the purposes specified by the tool manufacturer, take extra care when working with hand tools.