

Risk Assessment

Risk assessment is a tool to help an organisation prevent accidents and ill health occurring. The requirement for risk assessment was first legally introduced in 1992 with the Management of Health and Safety at Work Regulations, even though the concept was contained within the Health and Safety at Work Etc Act 1974. The current regulations are The Management of Health and Safety at Work Regulations 1999.

The regulations require all employers and self-employed people to assess the risk to workers and any others who may be affected by their work or business and to ensure as far as reasonably practicable that exposure to the risks are reduced to an acceptable level. Therefore the risk assessment process should be systematic and logical.

The risk assessment must be 'suitable and sufficient' to the proportion of risk, this should include making the premises inherently safe so that the routine and non-routine activities can be adequately assessed and controlled e.g. employees working off site, mobile workers, home workers and non routine operations such unplanned maintenance of equipment.

The hierarchy of control measures that employers must consider should be preventative rather than protective and are as follows

- Avoid the risks altogether e.g. do the work in a different way taking care not to introduce new risks.
- Evaluate risks that cannot be avoided.
- Combat risks at source e.g. can you re-route an electrical cable across a passage way rather than putting a protective strip across it.
- Adapt the work to an individual e.g. layout of workplace, choice of work equipment and methods of working.
- Take advantage of technological and technical progress, which often offers opportunities for improving working methods and make them far safer.
- Replace work equipment with less dangerous equipment or change methods of working i.e. use a piece of equipment equipped with a guard rather than one without.
- Ensure employers are aware of what they need to do and how they need to do it.
- Provide adequate training, instruction, information and appropriate supervision and pay particular attention to young and pregnant workers.
- Provide suitable and appropriate personal protective equipment as a last resort where other the exposure to the risks cannot be otherwise controlled.

Organisations with five or more employees must record the significant findings of their risk assessment. Even companies with less than five employees must carry out the process of risk assessment and it is recommended that the significant findings are recorded.

Once the risk assessments have been carried out the significant findings should suitably put the control measures into effect.

There are many variations of and alternative layouts and formats of risk assessments and the most appropriate must be adopted by the employer considering the risks. For the purpose of the workbook several formats have been provided.

- Checklist
- Have you identified and listed all the hazards in the workplace?
- Have you consulted with your employees in the risk assessment process?
- Have any new risks been introduced due to changes in the workplace/activities?
- Have you trained staff in the new procedures or policies?
- Have you set a date to review the risk assessments?

Step 1

Look for different types of hazards within the workplace. These could include chemicals, work equipment, animals and work activities.

Definition – Hazard – anything with the potential to cause harm.

Step 2

Decide who might be harmed and to what extent. Consider employees, visitors, contractors and members of the public. Pay particular attention to young workers, trainees and new or expectant mothers.

Step 3

Asses the risk of the hazard causing harm. This will help to determine whether or not anything else can be done to reduce the likelihood further. This will usually involve monitoring

and reviewing existing control measures and practices. A risk of harm will always exist and the risk assessment process will help you decide whether any further action needs to be taken to reduce the risk. A useful way of carrying out your risk assessment is to prioritise these remaining risks. They could be categorised as high, medium or low. The risk assessments need to be suitable and sufficient in order to address the category of risk. Staff should be made aware and trained in the procedures in place for controlling the hazard.

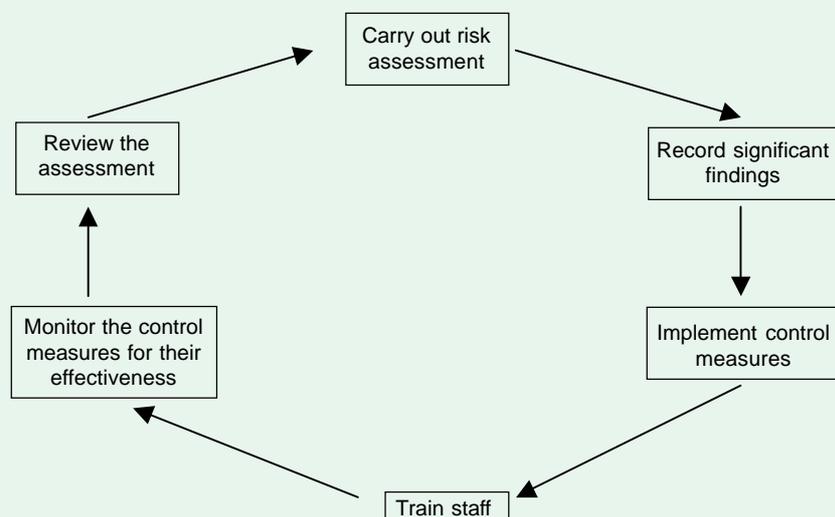
Definition – Risk – the likelihood of that hazard causing harm or injury.

Step 4

By carrying out written risk assessments this will ensure that the process is systematic and consistent and gives you a record of the process you have used to reach your conclusions. This will also help you to monitor the systems in place to reduce the likelihood of injury occurring. A method of doing this might include a weekly checklist for a particular piece of work equipment or activity.

Step 5

The hazards associated with your workplace or the nature of your business may change from time to time, and it is therefore important to periodically review your risk assessment to see if they are still appropriate. If any changes occur, staff should be made aware of the detail of the changes. This may also result in additional training being required.



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RISK ASSESSMENT FOR Company Name _____ Company Address _____ _____ Postcode _____	ASSESSMENT UNDERTAKEN (date) _____ Signed _____ Date _____	STEP 5 ASSESSMENT REVIEW Date _____
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STEP 1
List significant hazards here:

STEP 2
List groups of people who are at risk from the significant hazards you have identified:

STEP 3
List existing controls or note where the information may be found. List risks which are not adequately controlled and the action needed:

STEP 4
This record will be STEP 4

Risk Assessment Example

RISK ASSESSMENT FOR Company Name : A local authority <hr/> Company Address Help Road, Help, CAMBS <hr/> Postcode: PE200 2HE <hr/>	ASSESSMENT UNDERTAKEN (date) 01/04/02 Signed A Officer Date 01/04/02	STEP 5 ASSESSMENT REVIEW To be reviewed Date 01/10/02
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STEP 1 List significant hazards here: Lone working during normal office hours
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STEP 2 List groups of people who are at risk from the significant hazards you have identified: All staff that carry out duties outside of the office

STEP 3 List existing controls or note where the information may be found. List risks which are not adequately controlled and the action needed: <ul style="list-style-type: none">• Mobile phones issued• Designated geographical area Action Plan for Improvements <ul style="list-style-type: none">• Signing in and out board in office – completed immediately 01/04/02 Senior Officer• Diary on desk showing details of appointments each day – immediate implementation – memo to all staff sent - 01/04/02• Procedures and policy on when to ring into office – immediate implementation – memo to all staff sent - 01/04/02• Personal attack alarms issued – 01/04/02 – signed for and records kept• Training in situation management techniques – organised for 10/4/02• Emergency procedures and policy – procedure updated and amended 06/04/02 – training on 10/04/02
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STEP 4 By recording your findings you are completing step 4

RISK ASSESSMENT

Location / Activity _____

Hazard	Risk	Likelihood	Who Might be Harmed	Consequence	Existing Controls	Further Possible Controls	Action date	Work completed

SIGNED: _____ DESIGNATION: _____ DATE: _____
 WITNESSED: _____ DESIGNATION: _____ DATE: _____
 REVIEW DATE: _____

LIKELIHOOD: 1=VERY LOW, 2=LOW, 3=MEDIUM, 4=HIGH, 5= VERY HIGH

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RISK ASSESSMENT

Location / Activity Shop floor

Hazard	Risk	Likelihood	Who Might be Harmed	Consequence	Existing Controls	Further Possible Controls	Action date	Work completed
Racking / Stock	falling stock	3	Staff / customers	head injury / cuts	none	1. put light stock above head height 2. remove top shelf 3. make shelves stronger 4. train staff etc	ASAP ASAP N/A Next week	initialled & dated by each action
Grapes	Slipping	3	Staff / customers	sprains / broken wrists	Warning signs	1. pre-bag all grapes 2. put large mat adjacent to display 3. put non-slip floor down 4. put warning picture grams up	N/A ASAP 6 months 2 months	initialled & dated by each action

SIGNED: _____ DESIGNATION: _____ DATE: _____
 WITNESSED: _____ DESIGNATION: _____ DATE: _____
 REVIEW DATE: _____

LIKELIHOOD: 1=VERY LOW, 2=LOW, 3=MEDIUM, 4=HIGH, 5= VERY HIGH