



Risk Assessment

THE LAW

The Management of Health and safety at Work Regulations (1999) there is a requirement to ensure that a suitable and sufficient assessment is completed of;

- The significant risks to the health and safety of employees to which they are exposed to whilst at work
- The risks to the health and safety of persons not in employment arising from the activities undertaken
- Specific individuals which are placed at higher risk e.g. Young Persons and New and Expectant Mothers

There are also specific regulations which require the completion of a risk assessment, including; COSHH, Manual handling, Asbestos, Work at Height, Display Screen Equipment etc.

Who Completes a Risk Assessment?

- Manager – Accountable
- Manager – Responsible
- Responsibility can be delegated

Remember! Risk assessments should always involve the staff engaged in the hazardous activity.

What is a Risk Assessment?

A careful, thorough examination of what could cause harm to people in the workplace

What is a Hazard?

Something with the potential to cause harm. This can include; a way of working, a living organism, a piece of equipment, an environment or an individual.

What is Risk?

Risk is the likelihood a hazard will cause harm.

Types of Risk Assessment

Generic

Cover a broad range of foreseeable risks

Specific

To location, activity, equipment

Dynamic

Competent people making risk based decisions in changing circumstances

Why do we need Risk Assessments?

- To comply with law
- Identify and implement standards (best practice and legal)
- Prevent injury and ill-health
- Control costs
- Establish productive systems
- Engage with stakeholders (e.g. staff)

1 Identify the hazards

- Walk around the workplace and identify hazardous activities, equipment and substances that may pose a **significant risk**
- Involve staff that undertake the work on a regular basis
- -Consider regular activities and activities away from the workplace

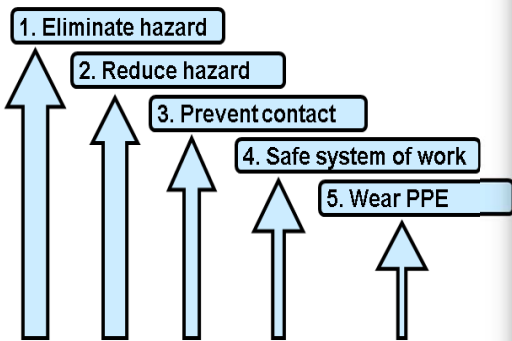
2 Decide who might be harmed and how

- This may include;
- Staff, visitors, contractors, general public, service users, parents, pupils etc
 - Also state what might happen and what the injuries are likely to be.

3 Evaluate the risks and decide on necessary controls

List all the existing control measures that are already in place. Think about; training, signage, guards, maintenance, statutory inspections etc. The hierarchy of controls should be utilised when implementing control measures (see below)

Hierarchy of control measures



To evaluate the risks we need to use the formula:

$$\text{Risk Rating} = \text{Severity} \times \text{Likelihood}$$

S	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
		Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)
		L		

Record: **Low**, **Medium** or **High** in the appropriate columns

4 Record the assessment and communicate the findings

Record all the information from the risk assessment within the SR12 Form

5 Review and Revise Assessments

Risk assessments must be reviewed on an annual basis;

- If there is an accident or near miss
- If there are any significant changes (building, staffing, equipment etc.)
- Changes to legislation

MUST ensure that assessments are suitable and sufficient