

RISK ASSESSMENTS

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Union Agreement:	
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FOR HEALTH AND SAFETY USE ONLY

POSITION	SIGNATURE	DATE
GMB Representative:		
EIS Representative:		
Principal:		

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Appendix 1 Risk Assessment Form

Further information:

_____ College Health, Safety and Well-being Policy

HSE Website Risk management <http://www.hse.gov.uk/risk/index.htm>

HSE booklet 'Five Steps to Risk Assessment' <http://www.hse.gov.uk/risk/fivesteps.htm>

1 Introduction

Risk assessment is a comprehensive analysis of the work activities, equipment and situations in the work area that may cause harm to staff, learners and others ie the hazards.

Once these hazards have been identified they are evaluated to determine how likely and severe the risk is. Measures are then put in place to eliminate or reduce the risk to an acceptable level.

Risk assessment is therefore the process by which:

- Hazards are identified.
- The risks associated with the hazard are evaluated.
- Appropriate methods to eliminate or control the hazard are determined.

This document describes the College's responsibilities and procedures for carrying out risk assessments. The risk assessment subsequently defines other assessments that are required eg COSHH, Manual Handling, Display Screen Equipment, PPE etc.

2 Responsibilities

The College's Health, Safety and Well-being Policy details the general responsibilities of employees and line management and in particular line management's responsibility to ensure that risk assessments are in place. The following is taken directly from this document.

The Executive shall agree with Heads of Centre, Heads of Service and Support Area Managers responsibility for effective risk assessments, and safe systems of work within their specific area of responsibility.

Heads of Centre, Heads of Service and Support Area Managers are responsible for co-ordinating the management of health and safety issues throughout their department and for ensuring that all relevant health and safety legislation is complied with in the areas under their control.

Curriculum Managers/Project Managers/Support Team Leaders are responsible for ensuring that the operational aspects of health and safety are carried out in the areas under their control by:

- Complying with the requirements of the College Health, Safety and Well-being Policy, ensuring that safe systems of work and risk assessments are followed.
- Promoting risk assessments as an integral part of classroom activity with learner participation where appropriate.

Lecturing Staff, whether full or part time shall comply with the requirements of the College Health, Safety and Well-being Policy ensuring that safe systems of work and risk assessments are complied with and shall:

- Work with their Curriculum/Project Manager and the Health, Safety and Well-being Team to ensure effective safe systems of work and contribute to the provision of risk assessments within their area of expertise.

- Make learners aware of the existing risk assessment.
- Carry out specific risk assessment as appropriate in teaching areas, including excursions, placements and Outreach activities etc.
- Carry out risk assessment as a group activity with learner participation where appropriate.

Support Staff shall:

- Ensure that safe systems of work and risk assessments are complied with.
- Work with their relevant Manager/Supervisor/Co-ordinator and the Health, Safety and Well-being Team to ensure effective safe systems of work and the provision of risk assessments within their area of expertise.

All Employees shall:

- Be fully aware of the College Health, Safety and Well-being Policy, safe systems of work, safe operating procedures, rules and regulations and specific job instructions for any work that they may undertake.
- Comply with safe systems of work, risk assessment, rules and regulations operative within their fields of responsibility.
- Report without delay any hazard or unsafe condition which they may encounter in the course of their duties.
- Undertake safety training/instruction as required.

Health, Safety and Well-being Team shall offer assistance and advice on the risk assessment process. This will include providing training and worked examples. However, departments cannot just adopt the worked examples without going through the assessment procedure. The aim of the examples is to provide a reminder of the key steps to be taken and the type of information to be recorded.

3 Procedure

The level of detail in a risk assessment should be related to the risk. The purpose is not to catalogue every hazard, nor anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will sensibly reflect what it is reasonable to expect and deal with.

Risk assessments shall be carried out by staff that have the appropriate skill, knowledge and experience of the work activities within their area. Staff within the area should be involved in the risk assessment process as they are familiar with the activities and will be able to assist in identifying the hazards and control measures.

In many departments the risks are well known and the necessary control measures will be in place or shall be easy to apply, for example ensuring spillages are cleaned up promptly or leads are not trailed across floors to prevent slips and trips.

The Health and Safety Executive, in their booklet 'Five Steps to Risk Assessment' <http://www.hse.gov.uk/risk/fivesteps.htm> have suggested the following protocol for carrying out a suitable and sufficient risk assessment.

- 1 Identify the hazard.
- 2 Decide who might be harmed.
- 3 Evaluate the risk from the hazards and decide what should be done to control the risk.
- 4 Record your findings. **(Appendix 1 College Risk Assessment Form)**
- 5 Review the assessment and revise it if necessary.

3.1 Identifying the Hazard

Walk around the workplace and decide what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards which could result in serious harm. Consider the following:

- Location(s) where the work is carried out.
- Various tasks or processes involved.
- Equipment that may be used.
- Substances used or encountered during the work and their physical form (fume, gas, vapour, liquid, dust/powder, solid).
- Requirements of relevant acts, regulations and standards relevant to the work being done, the equipment used, and the substances used or encountered.

If you are a member of a trade association, contact them, as many produce very helpful guidance. Also check manufacturers' instructions or data sheets as they can be very helpful in spelling out the hazards and putting them in their true perspective. The Health and Safety Committee shall review accident and ill-health records to help identify the less obvious hazards.

The following hazard prompt list shall also assist in hazard identification:

Hazard Prompt List (Non Exhaustive)		
• Falls from a height	• Mechanical lifting operations	• Compressed air
• Falls of objects from a height	• Walking on slippery/uneven floors	• Manual handling
• Use of machines	• Operation of vehicles	• Fire
• Electricity	• Stacking	• Stored energy
• Chemicals/dust	• Flammable, explosive materials	• Housekeeping
• Lighting	• Confined spaces	• High noise levels
• Biological agents	• Hot/cold surfaces	• Vibration
• Non-ionising radiation	• Use of hand tools	• Static posture
• Repetitive movement	• Cleaning operations	• Maintenance
• Stress	• Violence and threatening behaviour	• Lone Worker

3.2 Decide who might be harmed

The following people may be at risk from the hazards:

- Staff
- Learners

- Member of the public visiting the college
- Contractors
- New and Expectant mothers
- Young and inexperienced workers

You should also consider people who may not work permanently in your area eg maintenance personnel, caretakers and cleaners.

3.2 Evaluate the Risk from the Hazards and decide what should be done to Control the Risk

The first stage is to consider the risk from the hazard without any control measures in place. The matrix on the assessment form helps quantify the risks.

L = Likelihood	S = Severity
3 = Highly Likely	3 = Serious injury / widespread loss
2 = Likely	2 = Minor Injury / moderate loss
1 = Unlikely	1 = Slight or no injury /minor or non loss

The risk rating (R) is determined by multiplying the Likelihood (L) with the Severity (S).

$$R = L \times S$$

Low Risk = 1 - 2 Acceptable
 Medium Risk = 3 - 4 Monitor and review control measures
 High Risk = 6 - 9 Stop activity or process and improve control measures

Worked Example

Using mains operated electric drill. The principal hazard is electricity which can kill and the risk rating with no controls can be quantified as follows:

Likelihood = 2 (likely) multiplied by **Severity = 3** (Serious injury / widespread loss) **R = 2 x 3 = 6**. A high risk.

The control measure could be PAT testing, RCD or cordless drill used, trained operator. Visual inspection of cable and drill before use, follow manufactures procedure for safe use.

Using a cordless drill with trained operator, the risk rating would now be calculated as follows:

Likelihood = 1 (unlikely), **Severity = 2** (Minor Injury / moderate loss). The risk rating **with controls** would now be reduced to **(1 x 2) = 2** which is low risk.

With this example you would also have to consider what you were drilling and the associated hazards.

When controlling risks a systematic approach should be used in deciding which control measures to implement by considering the general hierarchy of control as follows:

- Elimination (Do we need to do this?)
- Substitution (Can the item be replaced with something less dangerous?)
- Change work methods/patterns in order to reduce exposure.
- Isolation/segregation (Restrict the access to the risk).
- Engineering controls (Can a fixed guard be fitted rather than one that can easily be removed?).
- Issue personal protective equipment (PPE) (eg clothing, footwear, goggles etc). ***PPE should only be used if there is no other way of protecting against the risk.***

Other control measures that may be appropriate are:

- Training.
- Written systems of work and/or permit to work procedures.
- Manufacturers' or suppliers' instructions for operation and maintenance of equipment.
- First Aiders, Fire Wardens, Emergency Evacuation Team, DSE Assessor etc.

3.3 Record the Findings

It is important to record the findings on the risk assessment form (**Appendix 1**) to show that a proper check has been made and that there are suitable measures in place to control the risks. It is equally important to ensure that staff and learners are made aware of the assessments and the control measures that are in place.

3.4 Review the Assessment and Update if Necessary

Risk assessments shall be reviewed annually to ensure that nothing has changed and that the control measures are effective. Triggers for review may also apply if:

- Significant change has occurred in work conditions.
- New staff join the department.
- New information becomes available about a particular item.
- An accident or near miss has occurred.

Risk assessment should not be seen as a paper exercise. It is a proactive approach in considering what could cause harm and what measures need to be taken to reduce the risk of injury and ill-health. It is important that all Staff and Learners are made aware of the assessment and adhere to it.

Hazards	Persons at Risk	Existing Control measures	RISK RATING			Risks not adequately controlled	Action to be taken	Action by Name:	Action by Date:
			L	S	R				