

Policies & Procedures

Policy No. 115

Risk Assessment Overview

[January 2007] (Reviewed June 2008) April 2009 April 2010 April 2011

Policies & Procedures are to be read and signed in the Central Policy File every six months

Overview

Risk Assessment is a prime responsibility of Sheltered Housing Services towards Staff and Customers in the areas where they work and/or conduct communal or joint activities. Staff are to be aware and mindful of possible risks to themselves and customers/contractors/visitors at all times and are to make Risk Assessments based on common sense and best practice as outlined below.

PURPOSE OF RISK ASSESSMENT

For many years Risk Assessment and Hazard Evaluation techniques have been used as tools for the prioritisation of accident prevention measures.

In the context of compliance with the Management of Health and Safety Regulations 1992/98, Assessment of Risks will become the cornerstone of identifying the required improvements in safety standards, and the incorporation of these standards into procedures and 'Safe Systems of Work'.

Risk Assessment is not to be seen as a direct measurement of risk, nor is it a demand for anything other than good practice.

Risk Assessment is a 'weighing up' process in order to establish what, if anything, needs to be done (Control Measures) to comply with the requirements of relevant statutory provision and prevent harm and ill health to persons.

(Relevant = in relation to health and safety) (Statutory = on the Statute Book), ie. health and safety law. Relevant Statutory Provisions will not just be items of particular subject interest such as COSHH or Electricity at Work, but will also cover the freer expressions such as 'safe plant and systems of work' and 'a working environment that is safe' etc.

Within any organisation a systematic approach to health & safety must be adopted in order to provide common standards and common methods of recording.

At this point it is worthwhile stating the thoughts of the enforcing authorities on the subject of assessments and the associated records.

Within Housing Services the risk nominee is Maureen Hebburn.
Inspectors (Staff) are to have a consistent approach, including:

PRAGMATIC ATTITUDE

OUTCOME **MORE** IMPORTANT THAN PROCEDURE

COMMON SENSE ENCOURAGED

FLEXIBILITY ON RECORDING

PRIORITISATION OF ASSESSMENTS

ACCEPTANCE OF GENERIC ASSESSMENTS IF APPROPRIATE

BROAD BRUSH APPROACH, NOT MINUTIAE

OPERATION / ACTIVITY CENTRED

To satisfy the above we must first take a wide overview of all the activities and conditions of our workplaces – and the best place to start is with “A Walkabout, A Desk Top Review, Previous Safety Inspections, The Accident History – all are valuable tools.

We must judge the activities and conditions as we see/perceive them, not necessarily in terms of what might happen if our existing controls were absent, nor under the controls that we would like to see in the future.

When the assessment findings are near complete we must examine their detail, their depth and clarity and, by using the Risk Level Matrix grid, decide on the priorities for action to bring the activity / task / operation etc., in line with legal requirements and best practice– not to seek Utopia

Other Specific work related activities require separate risk assessments, these are:-

1. Manual handling operations
2. Display screen equipment
3. COSHH
4. Fire Safety
5. PPE
6. Asbestos
7. Noise & vibration
8. Working at Height
9. Water Treatment - Legionella

Risk Assessments for these subjects are included in Regulations, Approved Codes of Practice and Guidance Notes, published by the Health and Safety Executive.

**Pre Risk Assessment
ACTIVITY CHECKLIST**

Before the process of risk assessment can begin it is necessary to establish **what** is to be assessed. In order to do this all the activities and processes in the area under review **“that may involve any risk or injury/accident”** must be listed.

In the unlikely event of there being no perceived risk, a nil return must be entered and signed for.

All work related activities should be considered. This is a good time to carry out a full “stocktake” of the “undertaking” as a whole.

Work, Task, Activity, Process etc	Describe Risk Presented						
<table> <tr> <td data-bbox="95 1680 740 1758">Signed</td> <td data-bbox="740 1680 1463 1758">Print</td> </tr> <tr> <td data-bbox="95 1758 740 1836">Position</td> <td data-bbox="740 1758 1463 1836">Date</td> </tr> <tr> <td data-bbox="95 1836 740 1897">Manager</td> <td></td> </tr> </table>		Signed	Print	Position	Date	Manager	
Signed	Print						
Position	Date						
Manager							

Assessment Number

RISK ASSESSMENT RECORD [Sample]

Department: Assessor:

Date of Assessment: Manager:

Activity / Process or Occupation	
What hazards to health and safety exist? Or are likely?	
What risks do they pose to employees and others	
Precautions controls already taken?	
Risk level Zone: = Low, Med, High	
Suggested further Control Measures needed	
Date by which action is to be taken	
Date for re-assessment	

REMEMBER – Risk Assessment is a continuous process – significant changes in the working environment required a re-assessment. Where remedial actions or control measures are necessary, this should be discussed between the Local Manager, with the assistance of the Safety Advisor if needed.

Managers Signature

RISK ASSESSMENT

RISK = HAZARD SEVERITY x LIKELIHOOD OF OCCURRENCE

The severity can be assessed on a scale of one to five.

- | | | |
|---|------------------|---|
| 5 | VERY HIGH | Causing multiple deaths and widespread destruction |
| 4 | HIGH | Causing death or serious injury to an individual. This type of accident would be reportable under RIDDOR (Reg3). |
| 3 | MODERATE | Causing injury or disease capable of keeping an individual off work for three days or more and reportable under RIDDOR |
| 2 | SLIGHT | Causing minor injury which would allow the individual to continue to work after First Aid treatment on-site or at a local surgery. The duration of the stoppage / treatment is such that normal flow of work is not interrupted unduly. |
| 1 | NIL | - No risk of injury or disease. |

Or;

The likelihood of occurrence can be similarly assessed on a one to five scale.

- | | | |
|---|----------------------|---|
| 5 | CERTAIN | If the work continues as it is, there is almost a 100% certainty that the accident will happen (eg, broken rung on a ladder, exposed electrical conductor, unstable stack of heavy articles) |
| 4 | VERY LIKELY | The effects of vibration, wind or human carelessness could precipitate an accident, but which is unlikely to happen without this additional factor, (eg temporary electrical hookup, puddle of slippery oil or waste). |
| 3 | LIKELY | The accident will happen if additional factors precipitate it. The additional factor would have to be more than a casual slip or nudge, and would require additional action to trigger it (eg leaving a welding torch alight on the edge of a bench, failing to replace a defective light in a storage area used at night). |
| 2 | UNLIKELY | Probability is low (eg storing heavy items above shoulder level, cracked or chipped electrical plug or frayed cable). |
| 1 | VERY UNLIKELY | There is really no risk present Only under freak conditions could a risk be present, and all reasonable precautions have been taken. |

THE RISK LEVEL MATRIX

1. The risk level is reached by multiplying the weighting scores of the **SEVERITY** x **LIKELIHOOD** values in the risk matrix below.
2. The ‘action by’ date is determined by the score zone achieved in the Matrix below i.e., 3 x 3 = medium.

LIKELY SEVERITY					
Multiple death	Death or major injury	Riddor >3 day injury	Injury requiring First Aid	Insignificant likelihood of injury	
5	4	3	2	1	
					LIKELIHOOD OF OCCURENCE
25	20	15	10	5	5 Very likely
20	16	12	8	4	4 Likely
15	12	9	6	3	3 Quite possible
10	8	6	4	2	2 Possible
5	4	3	2	1	1 Not likely

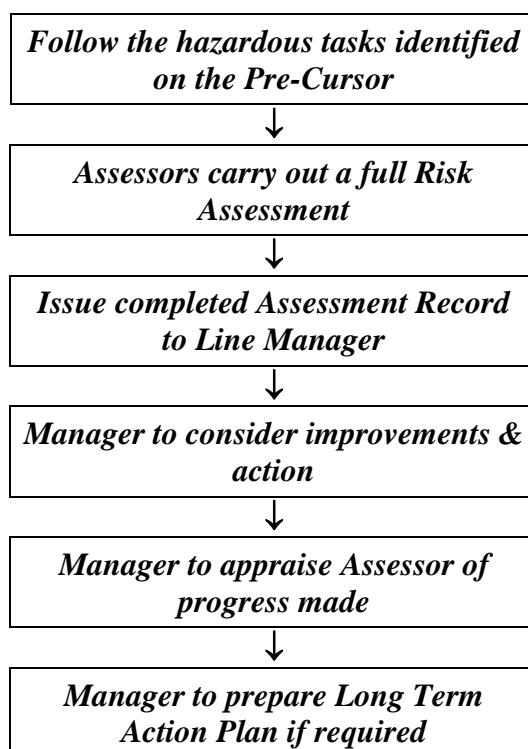
Zone high	Score 15 to 25 – Immediate action required
Zone medium	Score 8 to 12 – Action within 1 to 3 months
Zone Low	Score 1 to 6 – Action within 3 to 12 months

RISK ASSESSMENT PROCEDURE

Documentation

- Pre-Cursor Activity Checklist
- Layout / Floor plan of Assessment (Optional)
- Accident History
- Blank Risk Assessment Form

Route:



Method:

- Carry out a Risk Assessment of Potential hazardous tasks
- Identify all possible hazards in the operation / task / activity / process
- Identify all possible risks to employees and others
- Note precautions / management controls already taken
- Use professional judgement to consider Risk Level ie **LOW, MED, HIGH**
- Now refer to Risk Level Matrix and compare score with initial judgement
- Suggest any further controls which may be appropriate
- If, during the initial assessment, Manual Handling VDU Noise risks etc are identified, then a separate specific assessment will be required using the appropriate documents
- Forward completed documents to Line Management
- The completed forms are to be stored in WC Common Areas Health and Safety- Risk Assessments folder.

Notes on how to complete the Risk Assessment Record
RISK ASSESSMENT SUMMARY

Please remember the following:

1. Break the work activity down into manageable components.
2. Identify the SIGNIFICANT risks liable to arise - disregard the TRIVIAL risks associated with life in general
3. Ensure you have RELEVANT INFORMATION - policies, procedures manufacturer's instructions) etc, in order that you take account of existing control measures.
4. Separate assessments are required for activities involving hazardous chemicals, noise, manual handling, VDU's, Fire PPE etc.,. Make sure that these have been completed where applicable. Refer to these assessments by title in the pro-forma box titled "Precautions/Controls".
5. In the same box reference should always be made to Safe Working Procedures, Manufacturer's Instructions, etc., where used and where appropriate –Again enter the title of the document / system- there is no need to record infinite detail
6. Can the risk be eliminated altogether, or an alternative method used to reduce the risk, especially where the risk is considered HIGH?
7. Remember the requirements for Health Surveillance of staff, Training, Instruction and Information.
8. The Risk Assessment must be repeated if there are significant changes to the work activity, or in any event they need to be reviewed annually.

If there any queries please contact your Line Manager

_____ Business Improvement Manager

Dated April 2011
Review April 2012