

## **Risk Assessment Guidance Notes – February 2022**

1. This risk assessment must be completed by a competent person. A competent person has the combination of training, skills, experience and knowledge, and the ability to apply them, to perform a task safely.
2. The risk assessor must reflect the reality of the circumstances of the work activity being assessed.
3. Significant Hazards/Concerns/Issues should be identified and recorded in the “Hazard” column.
4. Risk control measures currently in place and operating as planned should be listed in the “Current Controls” column.
5. The assessor should estimate the risk with all of the identified current risk control measures in place. The assessor should apply the risk matrix, considering the likelihood of exposure to the identified hazard, and the likely consequences of exposure. The risk is determined by multiplying the likelihood by the consequence:  
$$\text{Risk} = \text{Likelihood} \times \text{Consequence}$$
6. The risk assessor should then consider whether more could reasonably be done to further reduce the risk. This may be implementing other controls that have been identified. These additional controls should be listed in the “Further controls required” column. It may be that no further actions can reasonably be implemented. In this case the risk assessment is complete.
7. Where further controls can reasonably be implemented, the assessor should consider the residual risk if all identified further controls are implemented. The assessor should consider whether the further controls act to reduce the likelihood of exposure to the hazard, the likely consequences of exposure to the hazard, or both. The residual risk is calculated in the same way.
8. An action plan template for these further controls is provided. This should be completed detailing action required, the person(s) responsible for carrying out the action and the timescale for completion. The action plan should be monitored on a regular basis and updated with dates actions are completed.

### Example of possible actions

- Provision of Information, Instruction and Training
  - Passing on the details to others within NLC or partners/contractors
  - Preparation of Safe System of Work
9. If any further information or assistance is required, please contact the Occupational Safety & Wellbeing team at [healthandsafety@northlan.gov.uk](mailto:healthandsafety@northlan.gov.uk)

## **Aide Memoire – areas which could be considered as part of the Risk Assessment process**

1. Machinery
2. Weather/Environment
3. Traffic
4. Dangerous Substances eg. Chemicals, paints
5. Workplace
6. Access Equipment
7. Handling /Lifting (manual)
8. Temperature
9. Pressurised Systems
10. Electricity
11. Moving/ Falling Objects
12. Hygiene
13. Fire/ Explosion
14. Working at Heights
15. Slip/trip
16. Tools/ Work Equipment
17. Noise / Vibration
18. Violence
19. Lone Working
20. DSE
21. Drowning
22. Confined spaces
23. Sports Activity
24. Others

