



Safety & Wellbeing Policy Arrangement

Section 4 – General Risk Assessment

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Arrangement Section 4 – General Risk Assessment

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Further guidance on this matter can also be obtained from the safety team at healthandsafety@northlan.gov.uk

Arrangement Section 4 – General Risk Assessment

1. Introduction

The Management of Health and Safety at Work Regulations 1999 (M.H.S.W.R.) places a duty on this Council to undertake risk assessments. The objective is to identify the measures needed to eliminate a risk and where this is not possible, then the actions needed to minimise the risks. There are also requirements for risk assessment under other regulations dealing with specific hazards, for example, the Control of Substances Hazardous to Health Regulations, the Manual Handling Operations Regulations, Display Screen Equipment Regulations, and the Provision and Use of Work Equipment Regulations.

Assessments made under other regulations may well meet in part the general requirements to risk assess and so do not have to be repeated under the M.H.S.W. Regulations.

It is important however, to ensure that all significant hazards are assessed and the findings recorded

2. Statement

The Council will pursue ongoing improvements to all processes that contribute to a reduction in injury and ill health. This will include the development and implementation of a risk management strategy related to occupational health and safety.

Risk assessments will be carried out to identify potential hazards, evaluate the risks from them and implement control measures to minimise those risks.

Trained personnel will be involved in the risk assessment process which will be supported by the Council Health and Safety Officer.

3. Guidelines on Risk Assessment

3.1 What is Risk Assessment?

Risk assessment is the evaluation of risks which may arise from hazards at work. The terms 'hazard' and 'risk' are usually considered to have the following meanings:

HAZARD	-	Something with the potential to cause harm
RISK	-	The likelihood that harm from a particular hazard will be realised.

A risk assessment will involve identifying the hazards present (whether arising from the work activity or the layout of the place of work) and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

In other words risk assessments should be undertaken on the basis that control measures listed in a Service's policies or procedures are fully implemented. This could mean that the majority of risks assessed will be found to be adequately controlled. However, others will not and these will require to have deficiencies in the controls

identified and allocated a priority for action based on the evaluation of the risk. The risk assessment pro forma in appendix 1 has been developed to meet these requirements. In practical terms, risk assessment is an evaluation of the likelihood and consequences associated with foreseeable situations. The risk assessor, in conjunction with the relevant employees, will be expected to consider the likelihood and the most likely consequence in order to perform the risk calculation. Appendix 2 provides some detail on the calculation process whilst appendix 3 gives more detail on how likelihood and consequence may be defined.

3.2 Generic Risk Assessments

It is possible to produce 'generic' or model risk assessments where similar activities are undertaken in similar places of work. The generic assessment should be able to account for the majority of hazards and evaluate the risks that arise from them. A number of sample premises and activities should be assessed but the resulting assessment should only be applied in other locations if the person in charge is satisfied that the assessments are broadly appropriate to this type of work and can be adapted to the detail of their actual work situations. The relevant local manager is expected to accept the relevance in writing by signing the "Generic Acceptance Note" found on the bottom of page 3 of the full general assessment form (HSF4a),

3.3 Who Carries Out Risk Assessment?

Risk Assessments have to be undertaken by those who have detailed knowledge of the operation or task being assessed. In general, this means managers and supervisors although there should also be a contribution to the process from relevant employees.

In some cases, it would be appropriate for Services to set up groups or teams of assessors in different areas or sections of the Service in order to develop and progress an assessment programme. A mechanism should also be set up to review these risk assessments and to ensure that the appropriate priorities have been allocated to any corrective actions.

The guiding principle should be to bring resources to bear on the highest risk involving the largest number affected. In extreme cases some operations may require to be suspended until appropriate controls have been put in place.

It is important to remember that the risk assessment should evaluate what is undertaken with controls in place. The failure to implement controls is a matter to be highlighted through monitoring and auditing and remedied through the health and safety management. Risk assessors can also highlight concerns they may have in this area using a separate notification process.

A manager/supervisor can delegate the responsibility to undertake the necessary assessments however it is important to note that the accountability for risk assessments and the actions developed as a result of the process cannot be delegated.

3.4 Preventative and Protective Measures

The purpose of the risk assessment is to help determine the measures which should be taken to enable Services to comply with their duties under Health and Safety legislation. It is important to include any control measures which are introduced as a result of risk assessments in the Service's formal policies, procedures or systems of work.

The control (elimination or reduction) of hazards will require careful planning to ensure that the resources are targeted at the areas of highest risk involving the highest number of employees.

Control should be achieved using the following 'hierarchy of control measures':

- a) avoiding risks;
- b) evaluating the risks which cannot be avoided;
- c) combating the risks at source;
- d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- e) adapting to technical progress;
- f) replacing the dangerous by the non-dangerous or the less dangerous;
- g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- h) giving collective protective measures priority over individual protective measures; and
- i) giving appropriate instructions to employees.

The long term aim should always be to eliminate the hazard at source but whilst attempting to achieve this aim more short term action, for example, the use of PPE may be necessary.

3.4.1 Techniques

Examples of techniques which may be used to control identified risks are as follows:

Mechanical hazards may be engineered out of the process, or effectively enclosed by means of fixed guarding. Alternative forms of guarding involve the use of light-sensitive barriers or pressure-sensitive mats. Trip devices and other forms of emergency stops may also be incorporated.

Environmental hazards may be controlled via effective ventilation systems, adequate heating and lighting, and the general provision of good working conditions.

Chemical hazards may be controlled via effective ventilation, regular monitoring, substitution of material, change of process, purchasing controls and the use of protective equipment.

A necessary prerequisite in all the above is the provision of safe systems of work and a trained workforce who, together with line management and supervision, are familiar with the hazards in their areas and also the methods for their control.

3.4.2 General Principles of Preventative and Protective Measures

In deciding upon the risk reduction measures that are most suitable then the risk assessor, in conjunction with the manager (or risk assessment team), should apply the following principles:

- (a) it is always best if possible to avoid a risk altogether, e.g. by not using or stocking a particular dangerous substance or article if it is not essential to the business;
- (b) combat risks at source, rather than by palliative measures. Thus, if the steps are slippery, treating or replacing them is better than providing a warning sign;
- (c) wherever possible, adapt work to the individual especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view in particular to alleviating monotonous work and work at a predetermined work rate. This helps reduce possible adverse effects on health and safety;
- (d) take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer;
- (e) risk prevention measures developed need to be integrated into current systems of work and have the effect of progressively reducing the risks that cannot be prevented or avoided altogether;
- (f) give a priority to those measures which protect the whole workplace and all those who work there, and so yield the greatest benefit; i.e. give collective protective measures priority over individual measures;
- (g) workers, whether employees or self-employed need to understand what they need to do;
- (h) the avoidance, prevention and reduction of risks at work needs to be an accepted part of the approach and attitudes at all levels of the organisation and to apply to all its activities, i.e. the existence of an active health and safety culture affecting the organisation as a whole needs to be assured.

3.4.3 Safe System of Work

This is a formal procedure which defines the safe methods required, when a task or activity is being undertaken, to ensure that hazards are eliminated or risks minimised. An example of safe system of work documentation is available in appendix 4.

The HSE recommends the following steps in establishing a safe system of work:

- a) Assess the task. Take account of what is used, who does what, where the task is to be carried out and how the task is to be done;
- b) Identify the hazards. Weigh up the risks from them;
- c) Define safe methods. preparation; authorisation; planning of job sequence; specifying safe methods including the necessary 'permit to work' systems; inclusion of access and escape (if relevant); consideration of dismantling and disposal at the end of the job;
- d) Implement the system. A safe system needs to be communicated to all concerned, understood properly and applied correctly:
 - Brief supervisors and ensure the necessary skills are learned and rehearsed.
 - Check awareness of potential risks.
 - Ensure precautions are understood fully.
 - Stop work if an unexpected problem is encountered.
 - Restart only when a safe solution is found.
 - Avoid the temptation to take short cuts.
- e) Monitor the system:
 - Check the planned system is actually operating smoothly;
 - Check the procedures to see that they are effective;
 - Make certain any changes in circumstances are noted and that any alterations to the system of work which they call for are actually made;

A combination of risk assessments, or one simple risk assessment, can be used to develop a safe system of work. The aim should be to generate a document that simply explains the steps needed to undertake a work activity as safely as is reasonably practicable.

3.5 Recording of Risk Assessments

Council Services must record the significant findings of their risk assessments which should include:

- a) those hazards which might pose serious risk to workers or others
- b) the existing control measures in place
- c) the population which may be affected by these significant risks or hazards including any groups of employees especially at risk, for example, disabled persons, pregnant workers or young persons.

These records should represent an effective statement of the hazards and risks which should then lead management to take the relevant actions to protect health and safety. The Risk Assessment Form (HSF4a) in appendix 1 has been designed to include all the information required to be held. Records can be kept on paper or by electronic means provided that they are retrievable.

An additional version of the general risk assessment form has been created for the "dynamic setting". These situations are where experienced risk assessors are undertaking assessments for tasks that have been identified as needing assessed and the circumstances are such that they are being undertaken in the minutes before work

is expected. The dynamic risk assessment form is referenced as HSF4b and reflects a format that is being utilised for other topic specific risk assessment topics, e.g. pandemic flu, first aid or outdoor adventure activities.

In order to facilitate appropriate recording a useful starting point is to create a list of work activities that are undertaken and then organise risk assessments to address each of the activities listed, there may be scope to combine some activities into a single assessment. It may also be the case that the risks associated with some activities will be considered so insignificant that a full assessment may not be required and in these circumstances a record should be made to indicate that whilst the activity has been considered there is no need to undertake a specific assessment as no significant risks exist. The list of activities and associated assessments will need to be reviewed regularly as a change in location, personnel, environment or an accident may well invalidate the previous findings. Appendix 5 provides an example of the format such a log might take.

3.6 Risk Assessment Review

The assessments must be kept up to date and must be reviewed periodically to ensure that they remain valid. Factors which may instigate a re-assessment include:

- a) a change in legislation
- b) a change in control measures
- c) any significant change in the work carried out
- d) introduction of new technology
- e) items discovered through the monitoring process which would indicate that the assessment could be improved.

The reassessment process does not necessarily rely on site visits and periods of observation that were reflective of the original assessment. It may be appropriate to simply seek the views of all relevant parties to determine if there have been any material changes. The review must be recorded. This should be noted on the master risk assessment form held by the manager responsible for the provision of the risk assessment

3.7 Information for Employees

Regulation 10 of the 'Management Regulations' requires employers to provide employees with comprehensible and relevant information on the risks to health and safety identified by the risk assessments and also the preventative measures introduced to control the risks.

It is envisaged that risk assessments would be held centrally within each Service or establishment with steps taken to ensure outcomes of risk assessment are made known and understood as appropriate.

Employees must have access to the findings of the risk assessment. This can normally be achieved by providing a health and safety manual containing the safe systems of work or the actual risk assessments (this should be in a format that is most appropriate for the nature of the work being undertaken). Each Service will need to determine the most appropriate mechanism(s) that can be used to ensure this information is available at all relevant establishments and locations where employees may reasonably expect to be able check the systems of work that they are expected to follow.

Appendix 6 provides some background information on risk assessment that will help employees understand the process and their own responsibilities in the matter.

4. Implementation and Review

Where applicable, each Service should implement these arrangements, or, in consultation with the Council Health and Safety Officer, an adaptation of the arrangements more suitable for operational needs. A copy of the Service arrangements will be lodged with the Business Organisational and People Solutions.

These arrangements will be reviewed on a regular basis in line with changes in legislative requirements, working practices etc.

The Council Health and Safety Officer will monitor to ascertain that, where applicable, each Service has implemented these arrangements or an agreed adaptation of them.

RISK ASSESSMENT FORM (HSF4a)

General Risk Assessment Form

Service		Section	
Assessment Number			
Applicable to Job Roles			
Scope of Assessment			

This proforma should be used to guide an assessor through the general risk assessment process. Risk Assessment is the first step in preparing a safe system of work that must be available to all employees that undertake related work activities.

Additionally it may be necessary to provide copies of this assessment to other Services and/or Contractors to allow them to complete their own risk assessments.

Having identified hazards and/or concerns on this form, it is important to then evaluate risk. A risk evaluation matrix and risk rating calculation have been incorporated into this form to allow this to take place. The risk rating calculation will assist in the development of a prioritised action plan and relevant safe system of work. An assessor will make recommendations on what measures can be taken to reduce the identified risks and comment on the measures already in place. The residual risk column on the summary page will seek a view as to the risk category likely to be achieved if the recommendations made are implemented. The risk matrix diagram will help identify the relevant category. The aim is to reduce the risk to a level that that is as low as reasonably practicable. If an assessor feels that risk levels cannot be reduced below medium then advice from the Health and Safety Team should be sought.

Administrative Details and Management Ownership

Risk Assessment Team/Assessor	
Anticipated Review Date	

(reviews are required on a regular basis and when there has been significant change to an activity/ operation that means the assessment is no longer valid).

Whilst the principal recommendations are made within the pages to follow, the following notes should also be considered when implementing the findings of this risk assessment.

Additional Notes

Formal Adoption Statement

The content and actions outlined within this assessment are an appropriate reflection of the activities and remedies required to permit this work activity to be undertaken in a manner that is as safe as is reasonably practicable. In signing this form I accept that implementation work allocated to responsible persons will be monitored by myself and a review process followed to ensure that the assessment continues to be relevant.

Manager / Supervisor (Signature)	
Date	
This assessment has been superseded by	
Review Date	
Initials	

General Risk Assessment Form



Date of Assessment: _____

Activity/ Location: _____

Service Reference: _____

Aide Memoir √ - present and considered, X considered not to be present				1.Machinery	2.Weather/ Environment	3.Traffic	4.Dangerous/Substances
5.Workplace	6.Access Equipment	7.Handling /Lifting	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/ Lone Working	
19.DSE	20.Others						

Total Exposed to Risk (number):	Frequency: √	Monthly	Weekly	Daily	Hourly	Occasionally
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Hazard/ Concerns	Employee	Service User	Public	Contractor	Young Person	Mother	Likelihood	Consequence	Risk Rating	Current Control Measures	Further Action Required (Yes/No)	
		<i>Persons Affected (use tick as appropriate)</i>				<i>Risk Rating (numerical)</i>						

Signed (Manger/Supervisor)

Date: _____

Summary of Actions

Actions must be developed that will reduce risks to a level that is as low as reasonably practicable. In practice this should be to a level equal to low risk. For medium risks and above seek further advice from line managers or the Health and Safety team.

Action	Timescales	Residual Risk	Responsible Person
Standard Actions			
Provision of Information, Instruction and training			
Passing on the details to others within NLC or partners/contractors			
Preparation of Safe System of Work			
Commissioning other specialist risk assessments (list relevant assessments)	1)		
	2)		
	3)		

Risk Matrix. Use the matrix below to give a general evaluation of risk, based on the **most likely** outcome

Almost Certain (90% - 100%)	5	10	15	20	25
Likely, only to be expected (65 - 88%)	4	8	12	16	20
Probable, not surprising (40 - 64%)	3	6	9	12	15
Unlikely (10 - 39%)	2	4	6	8	10
Rare (0 - 9%)	1	2	3	4**	5**
Likelihood	Insignificant (scratch, minor cut/bruise)	Minor (Lacerations/sprain strains, mild health effects)	Moderate (Minor bone break, temporary minor illness/eye injury)	Major (break of major bone, loss of digit, minor illness, electric shock loss of limb/eye serious illness)	Catastrophic (Fatality)
Consequence	** If a fatality or major injury is being considered as a potential outcome, discussion should take place with the H&S team				

Risk Categories(Cat. *)	low		Medium		High		Unacceptable	
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Summary sheet _____ of _____

HSF 4a Page 3

Health and Safety Form: General Risk Assessment
Version 1.0 Reference: HSF4a

INSTRUCTIONS FOR COMPLETION OF RISK ASSESSMENT FORM (HSF 4/a)**PAGE 1**

Service Enter the Service you are carrying out the assessment for.

Division Enter the Division you are carrying out the assessment for.

Section Enter the Section you are carrying out the assessment for.

Scope of assessment

Enter information in this section on the type of activity/task that you are assessing to include any limits e.g. types of machinery or circumstance associated with the assessment. This is the area that truly defines the validity of an assessment. All relevant elements need to be included here to ensure the assessment is relevant to the intended circumstances/processes.

Administrative Details and Management Ownership

Enter information on everyone who has been involved in carrying out the risk assessment.

Enter the date you expect to carry out a review. Risk assessments should be reviewed periodically to ensure they remain valid or if there has been significant change.

Additional Notes

On completion of the risk assessment enter details in this section of anything additional to the principal recommendations which you wish to draw attention to, e.g. current control measures which are not being adhered to.

Formal Adoption Statement

This section should be completed by the relevant Manager/Supervisor to illustrate acceptance of the findings of the risk assessment and the requirement to implement the control measures identified, and to monitor and review as appropriate.

Review Panel

At the bottom of the page there is a small panel that offers the facility to record reviews that take place. A risk assessment should be reviewed on a regular basis and also as a result of an accident/incident. In circumstances where there are no changes required it will be sufficient to note that a review has taken place. An entry on the line marked review date will need a date, and the initial line will need the initials of the manager/supervisor that has undertaken the review.

PAGE 2**General Risk Assessment Form**

Date of Assessment – Enter the date you are carrying out the assessment.

Service Reference – Enter a suitable reference in the space provided. A scheme may have been developed by Service based H&S teams or it may be locally produced.

Activity/Location – Enter detail of the activity being assessed and the location where the assessment is taking place, this should be a shortened version of the scope, giving enough information to allow page to be identified if copied.

PAGE 2 contd.

Total Exposed to Risk – Consider the total number of people who are involved in the activity and others who may also be exposed to risk even though not directly involved. Total this and enter the number in the box provided.

Frequency – Consider how often the activity is undertaken and enter a tick in the appropriate box.

Aide Memoir (General) – This lists examples of potential hazards which may be present in the activity you are assessing. On running through the list you should tick off all of those which apply. If none of these apply and you identify other hazards then you should tick the box labelled other.

Hazards/Concerns Column – Enter details of the hazards you have ticked off from the aide memoir here or if you have ticked 'others' enter information on what other hazards have been identified outlining the concerns you have in this area.

Persons affected – Enter a tick in each column for those you perceive could be affected, e.g. Service user could be a School pupil or resident in a care home for the elderly. Enter a tick in the column for new or expectant Mother where you believe they are particularly at risk from the hazard and similarly for Young Persons (those under 18 years of age e.g. Student, vocational trainee etc).

Likelihood X Consequence = Risk Rating – This column requires you to score the hazard you have identified with regards to likelihood and then consequence. This then gives you an overall risk rating. You should take account of any control measures which are currently in place when scoring.

At the bottom of the RA sheet there is a breakdown on how the scores should be allocated e.g. If you believe likelihood = 'Likely, only to be expected' this would score 4 points. *A percentage guide for how probable an outcome would be is also given within the risk matrix on the 3rd page as some may find this useful.*

When you have scored the hazard on consequence you are then required to score on severity by again checking the breakdown of the scores and matching the best description e.g. if you believe the severity would be 'Lacerations/sprain/strain, mild health effects' this would score 2.

Likelihood of 4 X Consequence of 2 gives an overall risk rating of 8.

When you have established the risk rating you should match it up with the matrix on the 3rd page within the colour coding to find where the rating falls i.e. very low through to unacceptable.

Once this has been completed you should enter the details into the column for risk rating as illustrated 8 (Med).

Advanced calculations are also possible and a supplementary note is available to health and safety practitioners or experienced risk assessors should the simplified calculations prove unhelpful in the prioritisation of actions.

Control Measures

This column requires information on measures which are currently in place to control the risk. You should detail here all controls relevant to the hazard you identified and if you perceive there are no existing controls then you should enter 'none currently in place.' Next to this column you are required to answer whether or not you believe further action is required. If you answer yes here then you would continue to the 'Action' section to enter whatever further actions you believe are required.

It would be expected that any risk rating of Medium and above would require further action.

If the author requires to use more than 1 sheet to carry out the assessment this should be reflected in the page number space at the bottom of the page, e.g. Assessment sheet 1 of 2. If there has been no requirement to use more than 1 sheet it should be completed to show Assessment sheet 1 of 1.

PAGE 3

Summary of Actions

This section seeks the author to detail what action(s) is required to reduce risk to as low as reasonably practicable. A timescale is also requested and this can be completed taking account of the original risk rating as follows:

Unacceptable = Activity stopped forthwith and immediate action taken

High = Action within a matter of days or activity stopped if deemed serious risk

Medium = Action in a matter of weeks not exceeding eight

Low = Action within 6 months

E.g. If the original risk rating scored 10 (Med) you would be expecting your recommended action would be completed in a matter of weeks not exceeding eight.

Residual Risk

This column requires the author to indicate which category the risk rating would fall into (with recommended actions being implemented) carrying out the following: You should repeat the method you used initially to establish the original risk rating and rescore according to what residual risk would remain following implementation of your recommended actions.

In order to identify which category applies the author should, again match up the risk rating identified in the Likelihood X Consequence section with the colour coded risk matrix on page 3 of the risk assessment form.

E.g. Likelihood may now be *"unlikely"* = 2 with Consequence remaining as *'Lacerations/sprain/strain, mild health effects'* = 2.

Residual Risk is $2 \times 2 = 4$ (Low)

It would be expected that risk would be reduced to low wherever possible with any residual scores of medium and above warranting a request for advice & assistance from Service Health & Safety representatives.

Responsible Person

The author is required to enter details of who the responsible person is to take forward any actions e.g. Head of Establishment.

Standard Actions – This section provides suggestions of what standard actions may be required. If any of the standard actions apply all the author is required to do is, as before, enter a timescale, rescore the original risk rating to calculate residual risk and detail who the responsible person is for undertaking the action.

In addition there is a section here for the author to detail any other specialist risk assessment believed to be required e.g. Manual handling.

Risk Matrix

The risk matrix is a guide to illustrate whether the risk would be regarded as very low through to unacceptable. The risk rating which you have calculated on the first page, Likelihood X Consequence provides you with the risk rating. E.g. Likelihood = Possible X Consequence = Minor bone break would score $2 \times 2 =$ Risk Rating of 4 which falls into the 'Low' category on the risk matrix.

Within the matrix the ratings fall into colour categories with green representing 'low' through to purple where the rating is deemed 'unacceptable.'

If the author requires to use more than 1 sheet to carry out the assessment this should be reflected in the page number space at the bottom of the page, e.g. Summary sheet 1 of 2. If there has been no requirement to use more than 1 sheet it should be completed to show Summary sheet 1 of 1.

PAGE 3 contd.

Generic Acceptance Note

This box is provided to ensure that where a generic assessment has been adopted by a manager/Service that the local manager/supervisor is able to acknowledge its relevance to the task in hand. A generic assessment cannot be considered valid until this is signed by a local manager or supervisor.

The manager should initial and date the box, and add a comment to confirm any minor tweaks made or actions taken to ensure validity.

Matrix Score definitions

Likelihood: Select the phrase which best describes the likelihood of an accident occurring.

5	Almost Certain	2	Could happen, unlikely
4	Likely, only to be expected	1	Rare
3	Probable, not surprising		

Consequence: Select the phrase which best describes the likely consequence if an accident occurred.

<p>5 Catastrophic</p> <p>Fatality Severe head injuries - fractured skull Fracture of spine</p>	<p>2 Minor</p> <p>Fracture of toe, finger, collar bone, ribs, nose. Fracture of any bone not listed above. Torn ligaments. Laceration (cut requiring stitches)</p>
<p>4 Major</p> <p>Fracture of pelvis Amputation of a limb or a hand or foot Loss of sight of an eye or eyes Permanent illness or disability (e.g. asbestosis, severe burns, disabling back injury) Deafness Fracture of arm or leg. Penetrating injury or burns to eyes Any other major injury listed in RIDDOR. burns, shock, back injury, serious illness (H in RIDDOR or I)</p>	<p>1 Insignificant</p> <p>Sprains Minor back strain or damage Severe bruising Almost non-reportable on HSF1a scratch, bruise, minor cut e.g. paper. minor bump on the head</p>
<p>3 Moderate</p> <p>Head injury / concussion requiring hospitalisation for 24 hours. Amputation of toes or finger Exposure to chemicals, substances requiring medical treatment (skin contact e.g. chemical burns or dermatitis) Back strain likely to cause over 3 day injury - slipped disc Fracture of wrist or ankle.</p>	



Safe System of Work

This system of work is designed to compliment the risk assessment(s) developed in response to the identified work activities. Prior to undertaking the related work activity it is important to ensure all the required instruction and training has been completed and any required equipment is in place and operational.

Detail

Linked Risk Assessment(s)

Service:

Section:

Work Activity Description:

Training (Training to be carried out before task commences)

This Safe System of Work is written in conjunction with above Risk Assessment(s) Reference Number.

If the Risk Assessment is changed or reviewed then this safe system of work will also require to be changed / reviewed as necessary.

This information should be used in conjunction with any professional and Service based training that employees have received.

This information must not be used as a substitute for training. All training for operators must be recorded and records available for inspection.

System

Equipment and materials required to carry out this task:

- 1.
- 2.
- 3.

Method:

- 1.
- 2.
- 3.

Related Documentation:

(i.e. Manual handling assessment, DSE assessment, ACOP's etc.)

Additional Comments:

Administration

This SSOW prepared by: _____ Date: _____

Record of Training (continue in separate training log as necessary)

Name	Date	Comment	Signature

Replicated from HSF50 – Safe System of Work Template

Risk Assessment Log

This logs sheet should be used to identify the work activities requiring consideration of risk assessment.

Section: Admin Risk Assessment Log for Period: 2007

Ref	Activity	Log entry date	Allocated Assessor	Review Date & Comments
01	<i>Visit to archive store to relocate files etc</i>	<i>12/10/07</i>	<i>J Smith</i>	<i>Review annually.</i>
02	<i>Taking ID photographs</i>	<i>14/11/07</i>	<i>P Brown</i>	<i>No significant risk identified</i>

General Risk Assessment – Information for Employees

Risk Assessments are a fundamental requirement for businesses. If you don't know, or appreciate where the risks are, you are putting yourself, your employees, your customers and your organisation in danger.

Employers must look at all work activities that could cause harm in order to decide whether they are doing enough to meet their legal obligations. This is a minimum requirement. If it is reasonably practicable to do so, employers should consider doing more than the legal minimum.

The aim should always be to reduce the risks as much as is 'reasonably practicable'.

'Reasonably practicable' is a legal term that means employers must balance the cost of steps that they could take to reduce a risk against the degree of risk presented.

When reckoning costs, the time, trouble and effort required should be included and not just the financial cost. This will depend on the organisation and may vary depending on the nature of the work. However, assessments must consider everyone who could be affected by that activity.

As well as employees, others who could be affected must also be considered. This includes contractors, temporary workers, volunteers and the general public.

Some groups are considered more vulnerable, such as young persons under 18 and pregnant and breastfeeding mothers. The legislation specifically asks employers to consider the risks posed to these groups and put in place additional controls if they are required.

As an employee you need to be aware that you are required by law to:

- participate in the risk assessment process.
- alert your line manager about perceived risks.
- report changes in the workplace/to their job.
- ask your line manager to take suitable and appropriate measures to reduce the risk to a level that is as low as reasonably practicable. It must be remembered that unless the risk is removed entirely it is very difficult to reduce an overall risk to zero
- co-operate with the council in its quest to ensure a safe working environment is available to all.

Schedule 1 - Impact Assessments

Document Title: Health and Safety Policy - Arrangement Section 4 – Risk Assessment

Environmental Impact Assessment: This document has been assessed for significant environmental impact; no detrimental impact has been identified

Equality Impact Assessment: This document has been assessed for significant equality implications; no significant issues have been identified.

General Comments: This document details the standards expected to permit the council to meet its duty to undertake general risk assessments. The document is associated with the Council's health and safety policy. The general aims of the council include a desire to provide a healthy and safe working environment for all persons working for, or making use of, Council Services. Nothing in the document serves to have a negative impact on either of the above areas. In general, this document and its associated documents will encourage positive consideration of both these areas and ensure all members of the workforce and community are afforded access, so far as is reasonably practicable, to the same opportunities for a healthy and safe workplace as well as a sustainable environment.