



Risk Assessment Policy and Guidance

INTRODUCTION

Legislation and good business practice requires that risk assessments be carried out to identify all possible sources of danger within a work place and progressively reduce the risk to people, and property. Where significant risks are identified they must be controlled, and recorded.

Risk assessments should be effective in that they identify sources of danger and prioritise methods to eliminate or reduce risk to the lowest practicable level. All controls, safe systems of work etc used to reduce the risk must become part of training for all personnel, and as such should be recorded on the individual's training record.

This guidance should be read in conjunction with Torbay Councils Risk Assessment Proforma.

Who should carry out Risk Assessments?

Every employer must carry out risk assessments, in effect this means that everyone with responsibility for others, need to carry out assessments on the work that they do, and the premises where they work or may work. The task of carrying out risk assessments may be delegated to competent persons, however the employer, manager or team leader needs to retain control of what risk assessments are being carried out through constant review and monitoring of their risk assessors performance. A competent person is deemed to be anyone who has the training, knowledge and experience to carry out the role.

When should Risk Assessments be done?

Risk assessments should be carried out **prior** to starting a task or project and cover the implementation, use, cleaning, maintenance, disassembly or removal of equipment and structures. They should be reviewed if there are significant changes to the equipment, working environment, personnel, the introduction of new technology, if an accident happens, when it is believed the previous risk assessment is no longer valid or at least annually.

What has to be assessed? (See Risk Assessment Flowchart)

The Workplace

The actual environment in which you work, the conditions or situations and tasks carried out in the workplace that may affect the health and safety of people.

- Conditions - Temperature, noise, light, ventilation, maintenance of equipment and footpaths etc.
- Situations - Reversing vehicles, working at height or in confined spaces, dealing with violent people, working with new machines, equipment, or personnel.
- Tasks - Driving a fork lift truck, answering the telephone, or working with elderly people.

Fire Arrangements

Situations within a workplace where a fire risk may exist.

- The means of escape - How people leave a building or office etc in case of fire, the distance of travel, whether the route is protected and the area to which people would safely go to.

- The means of raising the alarm - How the alarm is raised, e.g. by pushing a call button, shouting or by other means.
- The means of fighting a fire - The number and type of fire extinguishers, hoses or sprinkler systems in use.
- Emergency lighting - Whether there is sufficient light to ensure a safe route to the exits in case of a power failure etc.
- Maintenance of equipment - How and when the fire defence equipment is maintained in an effective condition in line with statutory requirements and best practice.
- Instruction, information and training of staff - Whether suitable and sufficient instruction, information and training are provided for all people in a workplace. (See also guidance on Fire Precautions.)

Manual Handling

The movement of loads using physical or human effort, including lifting, lowering, pushing, pulling or carrying of loads, and repetitive movements.

- Movement of loads - Anywhere where a load is moved manually.
- Lifting lowering etc - The type of action being carried out to move the load.
- Repetitive movements - Packing boxes, filling envelopes or using keyboards for continuous periods.

Control of Substances Hazardous to Health (COSHH)

Where people are exposed to any substance, which could injure them or cause ill health.

- Substance - Any solid, powder, liquid, vapour, fume, gas or dust.
- Exposure - Where people come into contact with a substance, and how it can injure them or cause ill health, through breathing it, swallowing it, absorbing it through the skin or touching it.

Display Screen Equipment (DSE)

The conditions and equipment where people work with DSE.

- Conditions - The lighting, space, layout, workstation, and method of working when using DSE.
- Equipment - The desk, computer, screen, seat and software being used. (See also guidance on DSE.)

Managers/Team Leaders – What you need to do

Nominate Risk Assessors within your sections. Ensure people are competent and that they are given suitable resources to carry out their roles, i.e. training, time, advice and assistance where necessary. Monitor and review risk assessments and assess performance. Liase with appointed safety representatives. If in doubt seek advice and guidance from the Health and Safety Team.

Risk Assessors - what you need to do

Take part in a Risk Assessment course if not already trained. Carry out risk assessments in line with Torbay Council's current guidelines. Identify methods of removing or reducing risk factors. Present your findings to your manager or team leader. Provide suitable information, instruction, and training for people at work. If in doubt seek advice and guidance from your line manager or the Health and Safety Team.

Torbay Council has issued a risk assessment proforma in the form of a checklist to assist in the undertaking and recording of risk assessments. The simplified method produced below should be used in conjunction with the guidance for completion of the form printed on the inside cover and stopper card.

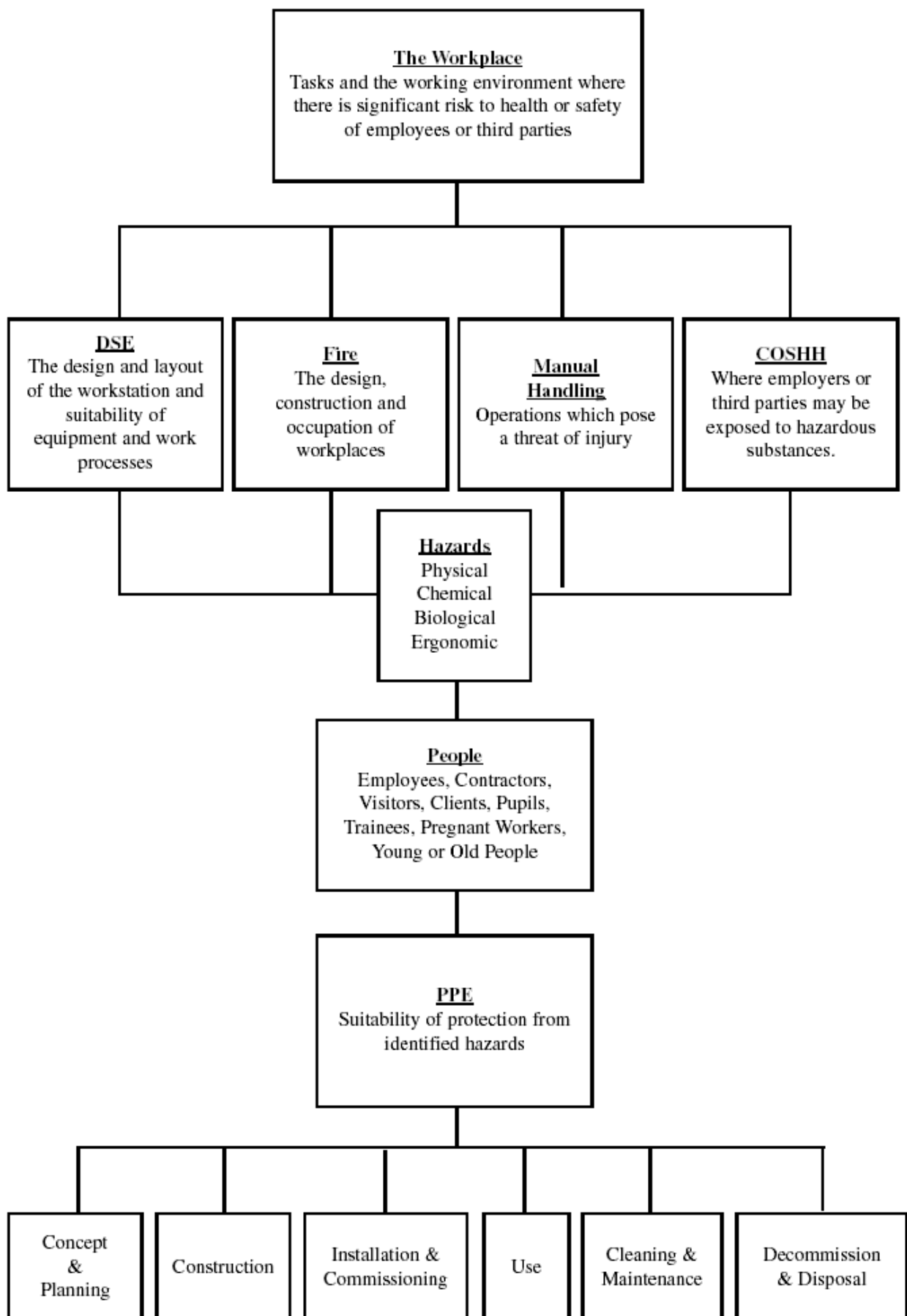
1. Identify the hazards associated with the task
Using knowledge of the task in hand and the area of work identify hazards (things with the potential to cause harm) which are evident and have not previously been eliminated or adequately controlled.
2. Severity of Risk
Using the guidance provided and knowledge of the factors involved estimate the severity of risk.
3. Identify the people and/or equipment at risk
Using your knowledge of people and the working area identify those who are likely to be present and any property which could be damaged should an incident or accident occur.
4. Existing Controls
In the space provided list the controls currently in use.
5. Likelihood of Occurrence
Using the guidance provided and best judgement of the task etc evaluate the likelihood of occurrence and record.
6. Risk Rating
Using your best judgement evaluate the risk to define the risk factor (see guidance in the risk assessment proforma).
7. Possible Action(s)
Identify and record the controls necessary to reduce the risk to the lowest practicable level, if in doubt seek advice from the Health and Safety Team.
8. Best Practice
State any best practice guidance used.
9. Hazards
Identify and record any remaining hazards, which have not been effectively eliminated or controlled.
10. Action Required
Identify any further actions required to either eliminate, or reduce the risk.
11. Priority
Identify the priority of the work to be carried out remember the higher the risk factor, the higher the priority.
12. Completion Date
State the date the action(s) are to be carried out by.
13. Action by Whom
State who is going to carry out the action(s) remember to pass them a copy of the risk assessment or advise them that they need to carry out the work required.
14. Action Checked By
When required action has been taken the Line Manager should sign the appropriate column.

15. Re-Assessment Due

State the date when the risk assessment needs to be redone, remember the higher the risk factor the more often that reviews should take place. Risk assessments must be re-evaluated at least annually or before if required to ensure that the controls remain effective. Record your re-assessment on the original form in the space provided.

The proforma is produced as a guide and does not replace effective training and task knowledge. If you have any doubts or require advice or support in carrying out risk assessments contact the Health and Safety Helpline on 7170 or 7161.

RISK ASSESSMENT - WHAT NEEDS TO BE ASSESSED





RISK ASSESSMENT

Reference _____

DIRECTORATE:	REASON FOR RISK ASSESSMENT e.g.: NEW ACTIVITY / PROCESS: CHANGE IN ACTIVITY / PROCESS:
SECTION:	
TASK/ACTIVITY:	
RISK ASSESSOR:	DATES OF REVIEW
DATE OF ASSESSMENT: ____/____/____	
RE-ASSESSMENT DUE: ____/____/____	

1 HAZARD(S)	2 SEVERITY OF RISK RATING	3 PERSONS/ EQUIPMENT AT RISK	4 EXISTING CONTROLS	5 LIKELIHOOD OF OCCURRENCE RATING	6 RISK RATING	7 POSSIBLE ACTION(S)	8 BEST PRACTICE h&s Regs, Guidance, AcoPs, Council Policy etc. including generic assessments



ACTION PLAN

Reference _____

9 HAZARD(S)	10 ACTION REQUIRED	11 PRIORITY	12 COMPLETION DATE	13 ACTION BY WHOM	14 ACTION CHECKED BY	15 RE- ASSESSMENT DUE