

REDDITCH BOROUGH COUNCIL



www.redditchbc.gov.uk

HEALTH AND SAFETY AT WORK

RISK ASSESSMENT

POLICY AND PROCEDURES

Human Resources and Organisational Development
Redditch Borough Council
Walter Stranz Square
Redditch
Worcestershire.
B98 8AH

Ruth Wooldridge
Senior Advisor (Health, Safety & Wellbeing) : 01527 64252 Ext. 1686

CONTENTS

General Information	Page Number
1. Introduction	4
2. Legal Requirements/Reference Documents	4
3. Scope of the Procedure	5
4. Arrangements for Securing the Health and Safety of Employee	5
• 4.1 General Principles of risk assessment	5
• 4.2 Purpose of risk assessment	5
• 4.3 Key steps to carry out risk assessments	6
• 4.4 Risk assessors	7
• 4.5 Using the Council's risk assessment process and form	8
• 4.6 Training	8
• 4.7 Young persons' risk assessment	8
• 4.8 New or expectant mother risk assessment	9
• 4.9 Persons with protected characteristics under the Equalities Act	9
• 4.10 Records	9
5. Responsibilities	10
• 5.1 Managers' responsibilities	10
• 5.2 All employees' responsibilities	11
6. Guidance for Risk Assessors	11
7. Definitions	12
• 7.1 Hazard	12
• 7.2 Risk	12
• 7.3 Harm	12
• 7.4 A suitable and sufficient risk assessment	12
8. Practical Risk Assessment	12
9. Assessments under any other specific regulations	13

10. Recording	14
11. Review of the Assessment	14
12. Risk Assessment Chart	15
13. Further Assistance	16
Appendix 1 General Risk Flowchart	17
14. General Risk assessment Form Completion Guide	18
• 14.1 General Assessment details	18
• 14.2 Degree of risk – action required	19
Appendix 2 Risk Assessment Form	21
Appendix 2A Example of Completed Assessment Form	22
Appendix 3 Action Plan – Managers’ Summary	23
Appendix 4 Hazard Checklist	24
Appendix 5 Hazard Types	25

1. RISK ASSESSMENT PROCEDURE

1.1 Introduction

It is the duty of the Council to identify all hazards, evaluate the risks and implement suitable control measures associated with its undertaking.

The risk assessments must be documented and its findings communicated to all relevant employees.

The aim of this procedure is to support managers and employees in their roles and responsibilities in relation to risk assessments. It will assist in identifying areas where further controls are required and set an action plan aimed at reducing the risks.

1.2 Legal Requirements/Reference Documents

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Redditch Borough Council Health and Safety Policy
- Any such other appropriate regulations

The Council must make a suitable and sufficient assessment of:

1. the risks to the health and safety of its employees to which they are exposed whilst they are at work; and
2. the risk to the health and safety of persons not in its employment arising out of or in connection with the conduct of our undertaking.

The Council must record the risk assessment, identifying the group of people who are identified by it as being at risk.

The following definitions have been taken from the documents listed above:

“The assessment” means risk assessment to comply with the legal requirements laid out as above.

“New or expectant mother” means an employee who is pregnant, who has given birth within the previous 6 months, or who is breastfeeding.

“Young person” means a person who is over the minimum school leaving age but under the age of 18.

“Managers” refers to anyone who is responsible for employees or is a person with a designated responsibility for carrying out risk assessments.

3. Scope of the Procedure

The risk assessment procedure shall apply to all tasks, activities, locations and work equipment that are associated with Redditch Borough Council's undertaking. All foreseeable risks to employees or non-employees must be assessed in line with "The Management of Health and Safety at Work Regulations 1999".

4. Arrangements for Securing the Health and Safety of Employees

4.1 General Principles of risk assessment

It is recognised that managers already carry out *de facto* risk assessments on a daily basis during the course of their work; they will note changes in working practice, recognise faults as they develop and they will take necessary corrective actions.

Whilst Managers will have undertaken a Risk Assessment of key activities of their staff there will on occasion be a need for staff to undertake their own risk assessment before commencing their work, and tailor it to a specific location or activity. An example when this may be required is member of staff is entering a property to undertake some repair work.

The Management of Health and Safety at Work Regulations 1999 requires employers to undertake a systematic examination of the hazards associated with their work activities and record the findings.

A risk assessment should involve identifying the hazards present in any undertaking (whether it arises from work activities or from other factors, e.g., layout of the premises, inclement weather etc.), and then evaluate the extent of the risks involved, taking into account whatever precautions are already being taken.

4.2 Types of Risk Assessment

- **General Risk Assessment**

As detailed in the Risk Assessment Policy.

- **Dynamic Risk Assessment**

Usually a Risk Assessment has been undertaken for standard activities however when a member of staff is about to undertake a work activity they may need to do an additional on the spot assessment to take into consideration the location in which they may be working, weather conditions etc.

- **Other types of Risk Assessment**

There are a number of other types of risk assessment which are applicable for other Health and Safety Regulations. Due to their nature they are produced in a different format and will therefore be covered in other Health and Safety Policies of the Council.

Some examples are detailed below but this list is not exhaustive:

Display Screen Equipment Assessment for a “User”
COSHH Assessment
Fire Risk Assessment
Noise Risk Assessments
Vibration Risk Assessments

4.3 Purpose of risk assessment

The purpose of risk assessments is to enable the Council to determine what measures are required to protect employees and non-employees from hazards brought about by workplace activities.

Whilst the Risk Assessment should cover all associated activities there may be a time when things may differ slightly for any reason. This is when staff would be expected to undertake a “Dynamic Risk Assessment” prior to starting the activity. If the member of staff is in any doubt or has any concerns what so ever the activity should be stopped with immediate effect and further assistance or advice sought from their Manager.

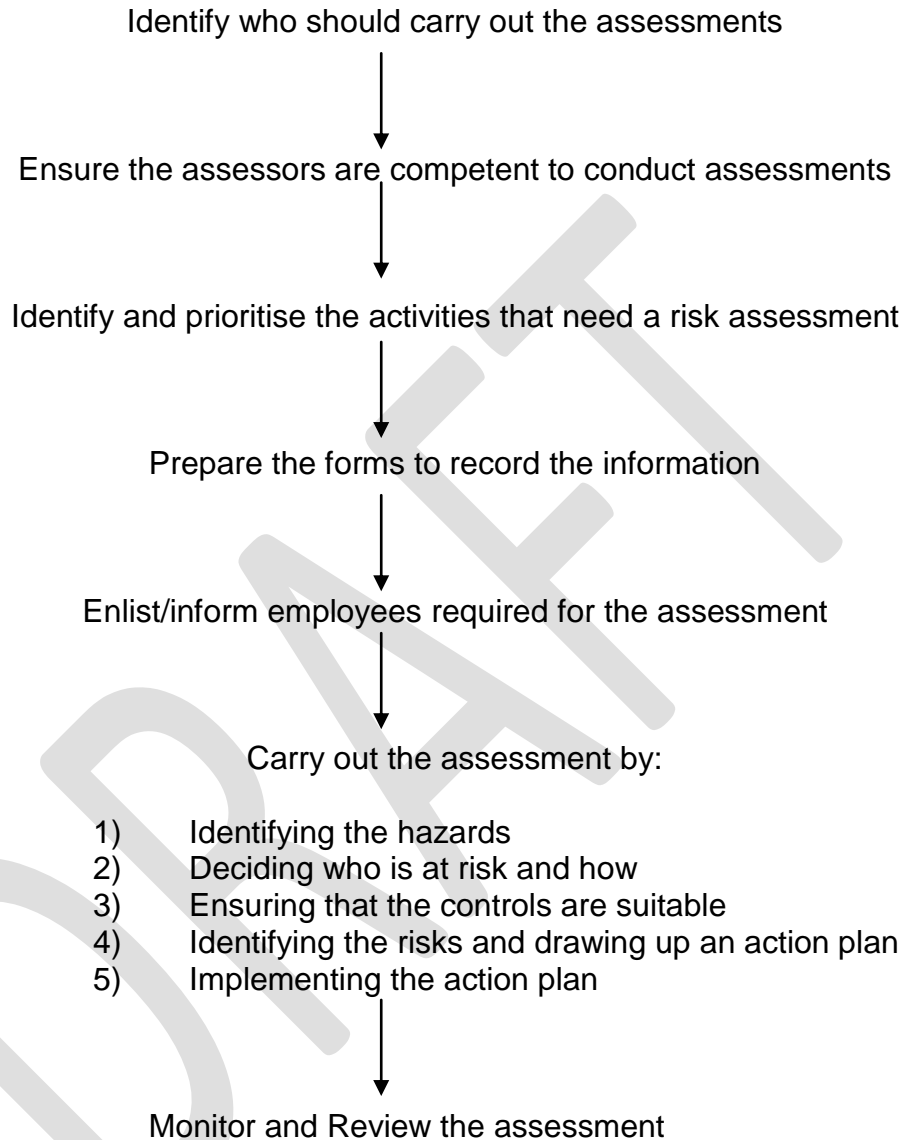
The Risk Assessment should ensure employees are safe whilst carrying out work activities, and that a safe place of work is maintained at all times for them and anyone else who may be affected by their acts or omissions.

The risk assessment should also protect non-employees by considering what controls are required to ensure they are free from hazards caused by the Council's undertaking.

In addition, a risk assessment will ensure that the Council complies with duties placed under relevant statutory provisions.

Key steps to carrying out risk assessments

The basic approach to the management of risks can be summed up in the following steps, which are reflected in the requirements of the Management Regulations:



4.4 Risk Assessors

Risk assessors should be familiar with the Regulations and have received the relevant training to ensure they are competent to conduct assessments. The Council's Risk Assessment in the Workplace Course has been designed to do this and covers the following:-

- The legal duties relating to risk assessment
- The process of risk assessment
- The different types of risk assessment
- How to use the forms
- Opportunities to conduct assessments

- Problem solving

In complex situations they may need to enlist the expertise of others, e.g., the Councils' Senior Advisor (Health, Safety and Wellbeing) or a specialist in a particular field.

4.5 Using the Council's risk assessment process and form

To comply with the Management of Health and Safety at Work Regulations 1999 the Council has devised a standard risk assessment form. The format ensures the Council complies with relevant legislation. All risk assessments should be completed using the Council's risk assessment format.

A management guidance note is available from the Councils' Senior Advisor (Health, Safety and Wellbeing) for this procedure for reference as to how to complete the risk assessment form. An action plan summary form is used in conjunction with the risk assessment form.

4.6 Training

Training will be provided to ensure that relevant employees are competent to complete suitable and sufficient risk assessments. This training should be updated on a regular basis to ensure that good practice is maintained throughout the organisation.

All new employees, under their induction, shall be informed of their role and responsibilities in relation to risk assessments and the Council's procedures. The training is also available to all employees and should be considered by managers when conducting annual training plans/performance reviews.

4.7 Young persons' risk assessment

Managers who employ young persons (including volunteers, work experience and casual employees) must complete a young persons' risk assessment before engaging them in employment.

The assessment must consider the young persons lack of experience, the absence of awareness of existing or potential risks, the fact that they may not have fully matured as well as the level of additional supervision required.

In addition, the Council must not employ a young person for work:

- a) that is beyond their physical or psychological capacity;
- b) that involves harmful exposure to agents that are toxic, cancer causing, cause heritable genetic damage or harm to an unborn child, or which in any other way chronically affect human health;
- c) involving harmful exposure to radiation;
- d) involving the risk of accidents which may be reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety, or lack of experience, or training;

- e) in which there is a risk from extreme cold, heat, noise or vibration;
- f) where they may come into contact with dangerous machinery.

4.8 New or expectant mother risk assessment

The regulations require a risk assessment to be carried out when an employer employs a woman of childbearing age even before she is pregnant. The assessment is designed to ascertain whether the work could be a risk to her health, or the health of her child should she become pregnant.

The most common 'hazards' within the Council's activities will be associated with manual handling, slips, trips and falls, or shift working. However, other issues could involve being subjected to violence, chemical or biological agents, noise and fatigue.

When conducting a new or expectant mother risk assessment managers should consider what provisions are required to secure the health, safety and welfare of employees. Provisions may for example include altering working conditions or hours of work, changing roles and responsibilities or suspending her from work to secure her safety for the duration of her pregnancy.

4.9 Persons with relevant protected characteristics under the Equalities Act 2010

Where a member of staff employed by the Council has a relevant protected characteristic under the Equalities Act a suitable and sufficient risk assessment will be undertaken to ensure that they are not treated any less favourably to any other member of staff. Any measures put in place to reduce the risk will be to the benefit of all those assessed.

For further information please refer to the Draft Equalities Policy.

4.10 Records

Risk assessments must be stored at the workplace wherever possible at which they are relevant. They should be in a place that can be accessed by employees' at all reasonable times in electronic or hard copy format. Consideration will need to be given to members of staff who may not have access to a PC at their place of work.

Risk assessments may be required as evidence following an accident and/or a visit by the Health and Safety Executive. Risk assessments must be retained at the site of origin for at least 3 years from when they are no longer valid or have been updated. These can be stored in hard copy or electronic format but must be easily accessible.

It will be the responsibility of Line Managers and those persons who have undertaken the risk assessments to communicate their findings and any additional controls which may be required in a timely manner to the members of staff to whom they might affect. A record of such communication should be maintained by the Managers involved.

If a member of staff has any concerns and or questions over the risk assessment in the first instance they should speak to the Manager involved.

5. Responsibilities

5.1 Managers' responsibilities

1. Managers must be aware and have an understanding of the Council's risk assessment procedure.
2. Managers must ensure that all employees are not exposed to any foreseeable risk of injury or ill health as far as is reasonable practicable.
3. Managers must ensure that non-employees (members of the public, contractors, etc.) are not exposed to any foreseeable risk of injury or ill health as far as is reasonably practicable from the activities of their staff.
4. Managers are required to systematically assess and record the risk of injury to their employees. To assist in this process managers have access to Risk Assessment training.
5. Managers must consult with employees when completing risk assessments, and thus detail a system of work for minimum risk at all times. All sections of the risk assessment form must be completed. Risk assessments must be stored in a place where employees can access it at any reasonable time.
6. Managers are responsible for ensuring that the outcome of risk assessment is available for employees to view.
7. All managers must ensure that every employee within their sphere of control, including relief, agency cover, work experience etc., is made aware of the prescribed safe systems of work.
8. Managers must ensure that this procedure has been brought to the attention of all employees within their responsibility and that records are available to demonstrate they have undertaken this task.
9. Managers are responsible for ensuring that employees understand the risks associated with their work and the safe procedures to be followed so that accidents and injuries can be prevented.
10. Managers have a responsibility to ensure (so far as is reasonable practicable) that staff are fit to perform the tasks assigned, and where appropriate, arrange a referral (through Human Resources) to the Occupational Health Service.
11. Managers must ensure that risk assessments are reviewed and stored appropriately.
12. All employees must be aware that failure to comply with the Councils health and safety policies or procedures may result in disciplinary action under the Councils' Disciplinary Procedure.

5.2 All employees' responsibilities

1. Employees are responsible for ensuring their own safety and that of others when conducting their tasks. They should report to management any concerns immediately so that appropriate action can be considered.
2. Employees must comply with the system of work prescribed following a formal risk assessment. It is the individual's responsibility to have read and understood the formal risk assessments.
3. If any employee is unsure about safety relating to any task or equipment they must not undertake that task or use the equipment without further instruction and advice.
4. Where equipment is provided for a task, employees must make full and proper use of it in accordance with the training and instruction given and the systems of work defined by their line manager.
5. Employees must inform their manager of any concerns or health conditions affecting their capabilities.
6. Employees must inform their manager if they are pregnant or have a medical condition likely to render them unfit to safely carry out their duties.
7. All accidents and incidents must be reported to the line manager immediately, following the Council procedures and recorded on the online accident form.
8. Employees must attend and participate in the agreed level of training, and demonstrate the appropriate knowledge and skill to the agreed level of competence.
9. All employees must be aware that failure to comply with the Councils health and safety policies or procedures may result in disciplinary action under the Councils' Disciplinary Procedure.

6. Guidance for Risk Assessors

This guide is intended to provide assistance to assessors, in general risk assessment. It is not intended as a replacement for the proper training of assessors.

Risk assessment is nothing more than thinking about what is being done, what can go wrong and deciding what, if anything else, needs to be done to prevent harm to people. It is formal, systematic and recorded. The purpose of risk assessment is to reduce the numbers and severity of accidents and ill health at work.

A risk assessment involves identifying the hazards present, whether arising from work activities or from other factors, such as the layout of the premises where the work activity is taking place. Then evaluating the extent of the risks involved and taking into account whatever precautions are already being taken. Then deciding if these are sufficient to reduce the risk to the lowest level possible and, if not, what extra precautions need to be taken. A risk assessment does not need to be perfect; it needs to be suitable and sufficient.

The principles outlined in this document apply to all assessments and not just general risk assessment. Where specific assessments are required further

information and training on the specific requirements is needed. The way in which the general risk assessment process is related to more specific assessments is detailed in the flowchart in Appendix 1 on page 18.

7. Definitions

7.1 Hazard A hazard is anything with the potential to cause harm (this can include substances, machines, methods of work and a range of other aspects or work organisation).

Risk The risk is the likelihood that the harm from a particular hazard will be realised. The term risk covers both the likelihood that harm will occur and its severity. The extent of the risk covers the people who may be affected by a risk, e.g., the number of people who might be exposed and the consequences or severity for them. The risk assessment chart detailed below (paragraph 7) will assist in making these judgements.

Harm An injury caused by the risk, which may be physical, mental or financial.

7.2 A suitable and sufficient risk assessment To be suitable and sufficient the assessment must:

- Identify the significant risks arising out of the work, this means focusing on those risks that are liable to arise because of the work activity. Trivial risks can usually be ignored, as can risks arising from routine activities associated with life in general, unless the work activity compounds those risks.
- Enable the employer to identify and prioritise the measures that need to be taken to comply with current legislation and best working practices. The general duty imposed on all employers is to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.
- Be appropriate to the nature of the work and as such should remain valid for a reasonable period of time. This will enable the significant findings to be used positively by management, e.g., to change working procedures or to introduce medium to long term controls. The Council's risk assessment form will lead you through the process systematically.

8. Practicable Risk Assessment

There are no fixed rules about how a risk assessment should be carried out. Each assessment will depend upon the specific work activity and the type and extent of the hazards and risks. Consideration should also be given to what would happen if something went wrong with the activity. Above all the assessment needs to be practical with careful consideration given to working arrangements and the individuals involved.

It is important that a structured approach to risk assessment is adopted, and a risk assessment should:

- **Ensure that all relevant risks or hazards are addressed.** The aim is to identify the significant risks in the workplace. Do not obscure those risks with excess information or by concentrating the trivial risks that occur in normal life. By systematic in looking at hazards and risks. For example, in each operational area, it may be easier to look at all electrical or manual handling hazards together. In some cases, the most effective approach will be to look at specific work activities task by task. Decide which approach or combination is most suitable for you. Also consider the consequences that could happen when the risk identified actually occurs and the steps to be taken to reduce the impact.
- **Address what actually happens in the workplace.** Actual practice may differ from written procedures, and is often a route whereby risks creep in unnoticed. Think about non-routine operations, e.g., maintenance or deliveries or any interruption to the usual work activity. Investigate why any written procedures are not followed, they may be impractical, or the type of training or information provided may be inadequate. Any training or information given must be sufficient to enable staff to work safely.
- **Ensure all groups of people that might be affected are considered.** Employees, contractors, residents, pupils, members of the public. It is important not to forget 'out of hours' activities, cleaners, visitors or extra curricular activities.
- **Identify groups of people who might be particularly at risk.** For example young or inexperienced workers those who work alone, home workers, any disabled staff, new or expectant mothers, or staff on a phased return to work.
- **Take account of existing preventative or precautionary measures.** They may already reduce the risk sufficiently, but consider if they are working properly. Does action need to be taken to ensure that the control measures are maintained?

Assessments under any other specific regulations

Where assessments have already been carried out under more specific regulations, e.g. working with chemicals under the Control of Substances Hazardous to Health Regulations 2002, it is not necessary to repeat the assessment as long as they remain valid, but it is essential to ensure that all significant risks are covered. Review these assessments and ensure that all training is up to date and that any relevant changes have been made to the documentation. If something needs improving note this on the general risk assessment form for incorporation in the managers' action plan.

In other cases, tasks will be identified that need assessment under specific regulations, e.g., use of display screen equipment or excessive noise, where no action has been taken. It should be noted on the general risk assessment that an assessment under more specific regulations is required.

10. Recording

It will be necessary to record details of the assessment itself, in addition to the significant findings. It may be necessary to demonstrate to the Service Head, the Councils' Senior Advisor (Health, Safety and Wellbeing), Safety Representatives or an HSE Inspector, that risk assessments have been undertaken for each operational area. Records will also ensure that if circumstances change the assessment can be reviewed and any necessary changes recorded. The Risk Assessment Form and the form guide are designed to ensure that a systematic approach is followed and a proper record kept.

Risk assessments previously undertaken and recorded on previous forms remain valid until a review is carried out or for some other reason become invalid. The form should be used for all new assessments and when reviewing existing risk assessments.

11. Review of the Assessment

Every assessment should be reviewed at regular frequencies based on the residual risk after the present control measures that are in place. The chart (Page 16) is a guide to when the assessment should be reviewed. The higher the residual risk, the more often a review is carried out. **As a guide:**

High Risk	-	Weekly
Medium Risk	-	Monthly
Low Risk	-	Annually

The review time will be changed from the above if the assessor has concerns about the risk involved.

We should be aiming to eliminate any high residual risks that are still in place after the risk assessment has been completed. All risks should be reduced so far as is reasonably practicable. Any residual risks should be suitably controlled. Consideration needs to be given that some additional controls may take longer to implement than others for financial or other reasons. This is not an excuse for not reducing the risk to as low as possible and Personal Protective Equipment should only be used as a last resort.

The Risk Assessment should also be reviewed in the following circumstances:

1. If the nature of the activity changes and the appreciation of hazards and risks may then develop.
2. There is reason to believe that it is no longer valid.

12. Risk Assessment Chart

To assist in quantifying the risk, the chart below should be used. Assess the risk; consider the likelihood of the hazard occurring and the severity of the consequences. To determine the degree of risk, find the point in the table below where the likelihood and the severity meet.

LIKELIHOOD	SEVERITY				
	Negligible	Minor Injury or illness	Serious Injury or illness (7 days +)	Major Injury or illness	Fatality or Severe Disability
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

	RISK	ACTION
1 - 4	LOW	No actions necessary, but if score can be easily lowered by introducing further controls, do so.
5 - 10	MODERATE	Activity may proceed with caution, but introduce controls to lower score as soon as possible.
11 - 25	HIGH	Activity <u>MUST NOT</u> proceed. Controls <u>must</u> be put in place immediately to reduce the score.

DEGREE OF RISK – ACTION REQUIRED

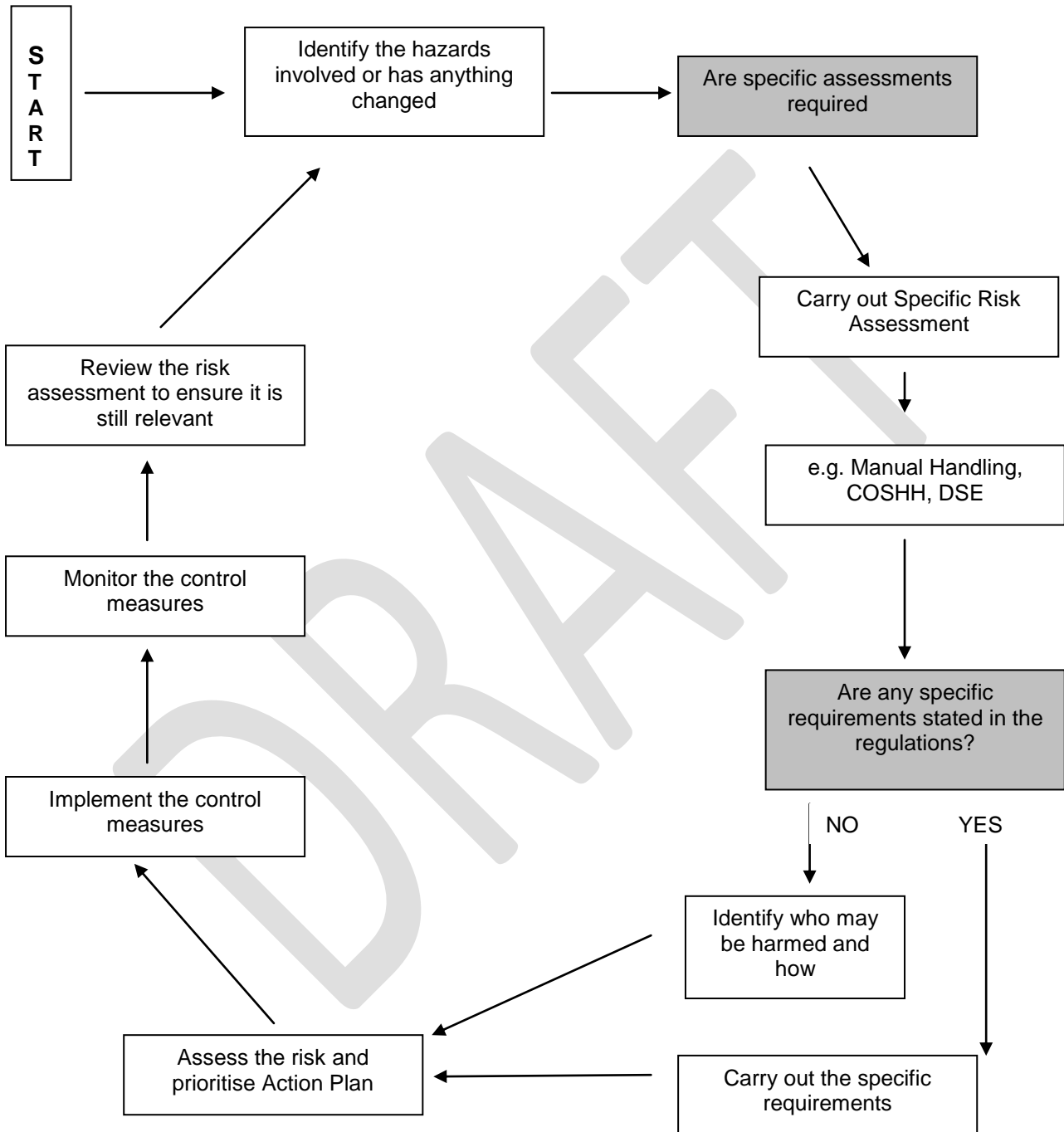
- HIGH** - Work **must** not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk to an acceptable level. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.
- MEDIUM** - Efforts **must** be made to reduce the risk, but the cost of the prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period.
- LOW** - No additional controls are required. Consideration may be given to a more cost – effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained.

NOTE: 'LOW' here means that risk has been reduced to the lowest level that is reasonably practicable

13. Further assistance

Information regarding control measures to eliminate or reduce risks can be found in the Council's guidance and codes of safe working. If you experience any problems, please talk to your line manager. Advice and information is available from the Councils' Senior Advisor (Health, Safety and Wellbeing).

General Risk Flowchart



14. GENERAL RISK ASSESSMENT FORM COMPLETION GUIDE

This is a step by step guide to assist with the completion of the Corporate General Risk Assessment Form (see blank risk assessment form in Appendix 2 and completed example lines of two separate activities in Appendix 2A).

14.1 General Assessment Details:

Allocate a number to the assessment sheet to assist in record keeping. Enter the name of the service, the section and the workplace address or location where the assessment is being carried out. The name of the person carrying out the assessment should be entered, and signed when the assessment has been completed.

1. **Serial Number:** Allocate a number to the work task/activity.
2. **Work Task/Activity:** Identify the hazards associated with each work task.
3. **Hazards Identified:** List the identified hazards associated with each work task.
4. **Person(s) at Risk:** List the categories of people that are or may be at risk from each of the identified hazards, for example:
 - Employees
 - Particularly vulnerable staff (new and expectant mothers, young persons under 18 years, staff with disabilities)
 - Service users/clients
 - Contractors
 - Members of the public
5. **Existing Controls:** State any existing controls in use, associated with each identified hazards, for example:
 - Have any safe working instructions been given?
 - Have staff had relevant training?
 - Has personal protective equipment been provided?
6. **Degree of Risk:** Assess the risk; consider the likelihood of the hazard occurring and the severity of the consequences. To determine the degree of risk, find the point in the table below where the likelihood and the severity meet, (LOW/MEDIUM/HIGH) and state this on the form.

LIKELIHOOD	SEVERITY				
	Negligible	Minor Injury or illness	Serious Injury or illness (7 days +)	Major Injury or illness	Fatality or Severe Disability
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

14.2 DEGREE OF RISK – ACTION REQUIRED

HIGH - As described in **Section 12, Page 17.**

MEDIUM - As described in **Section 12, Page 17.**

LOW - As described in **Section 12, Page 17.**

The degree of risk should be eliminated or reduced to the lowest level possible, with proper control measures maintained.

- 1. Remedial Action:** Consider the degree of risk and the existing controls, then state any remedial action(s) that may need to be taken to eliminate or reduce the risk. An action plan will need to be determined based on the degree of risk (as described in 6 above).
- 2. Action Plan:** Remedial action(s) will need to be progressed and completed. These should be recorded by the Assessor on the form shown in Appendix 3 – Managers’ and Assessors’ Action Plan, and passed to the appropriate manager for completion.
- 3. Residual Risk:** Use the table in 5 above to assess the residual risk. Do this by considering the existing controls and any remedial action taken.
- 4. Other Assessment:** If the general risk assessment has identified that a more specific assessment is required under other Regulations, enter the type of assessment that is needed, e.g., Manual Handling. If no other assessment is needed make no entry in this column.

5. Review Date Due: Reviews of work task/activity assessment should take place periodically to keep the assessment live. A review should be carried out of work tasks/activities, following changes such as new staff, new equipment, working methods etc. If any of these are due to take place then a review date should be established.

6. Hazard Checklist: Suggested hazards by type can be found in Appendix 4 to assist in hazard identification. The hazard checklist is arranged as follows:

- Hazards associated with plant and equipment (including non-powered plant and hand tools).
- Hazards associated with materials and substances.
- Hazards associated with the workplace.
- Hazards associated with the work environment.
- Hazards associated with the work methods.
- Hazards associated with the work organisation.
- Other types of hazard.
- Have there been any significant changes?
- Are there improvements you still need to make?
- Have your workers spotted a problem? .
- Have you learnt anything from accidents or near misses?

Assessment Sheet No.	
----------------------	--

Service		Section	
----------------	--	----------------	--

Workplace Address or Location	
--------------------------------------	--

Assessment Date		Review Date Due	
Name of Assessor		Assessors Signature	

Serial Number	Work Task/Activity	Hazard Identified	Person(s) at Risk	Degree of Risk	Existing Controls	Remedial Action Required	Residual Risk	Other Assessment

EXAMPLE

General Risk Assessment Form

Assessment Sheet No. SM0001

Service (1) Planning and Environmental Services (2) Street Scene and Waste Management **Section** (1) Reception / (2) Recycling

Workplace Address or Location (1) The Council House / (2) Depot Services

Assessment Date	1 January 2003	Review Date Due	1 January 2004
Name of Assessor	Ann Other	Assessors Signature	AO

Serial Number	Work Task/Activity	Hazard Identified	Person(s) at Risk	Degree of Risk	Existing Controls	Remedial Action Required	Residual Risk	Other Assessment
1.	Dealing with public enquiries at reception	1. Assault from public	Employees, Public	MEDIUM	1. Reception area designed to separate staff from public. 2. Panic button fitted. 3. Two staff on duty at all times.	1. Staff to be given training in dealing with aggressive behaviour 2. Review written safe working instructions.	LOW	
2.	Emptying boxes of glass into cages	1 Noise from dropping. Bottles into cages.	1. Recycling Operatives. 2. Public.	MEDIUM	1. Appropriate type of ear defenders to be used at all times when sorting glass. 2. Noise assessment to be carried out. 3. Soundproofing of cage.	1. Arrange staff refresher training. 2. Arrange work rotation where possible. 3. Review written safe working instructions. 4. Review risk assessment	LOW	Manual Handling

ACTION PLAN – MANAGER'S SUMMARY

Type of Assessment – General Risk Assessment/COSHH/PPE/Display Screen Equipment/Other

Name of Assessor **Date**

Action Required	Risk Level	<u>By Who</u>	Target Date	Date Completed

Manager's Signature **Service.....** **Date**

ACTION PLAN – MANAGER'S SUMMARY

APPENDIX 3

HAZARD CHECKLIST

Examples of Workplace hazards are provided on the hazard checklists below and arranged as follows:

- Hazards associated with plant and equipment (including non-powered plant and hand tools).
- Hazards associated with materials and substances.
- Hazards associated with the workplace.
- Hazards associated with the work environment.
- Hazards associated with the work methods.
- Hazards associated with the work organisation.
- Other types of hazard.

The lists are only a guide to those undertaking risk assessments of workplace activities, it is not exhaustive and will depend on the activity being assessed.

APPENDIX 5

Hazards associated with plant and equipment

(including non-powered plant and hand tools

Mechanical Hazards				
Trapping Hazards	Impact Hazards (includes puncture)	Contact Hazards (cutting, friction or abrasion)	Entanglement Hazards (rotating parts)	Ejection Hazards (e.g. of work piece or part of tool)
<ul style="list-style-type: none"> • Two moving parts or one moving part and a fixed surface • Conveyor belt and drive • Vee belt and pulley • Power press • Mangle • Guillotine • Scissors • Stapler • Using hammer 	<ul style="list-style-type: none"> • Something that may strike or stab someone or can be struck against • Moving vehicle • Robot arm • Sewing machine • Drill • Hypodermic needle • Pendulum • Crane hook 	<ul style="list-style-type: none"> • Something sharp or with a rough surface • Knife, chisel, saw etc. • Blender blade • Circular saw blade • Sanding belt • Abrasive wheel • Hover mower • Blade 	<ul style="list-style-type: none"> • Drill chuck and bit • Power take off shaft • Pipe threading machine • Abrasive wheel 	<ul style="list-style-type: none"> • Cartridge tool • Thickness machine • Using hammer and chisel • Abrasive wheel

Electrical, Pressure, Stored Energy, Stability, Overloading				
Electrical Hazards	Pressure Hazards	Stored Energy Hazards	Stability Hazards	Overload/defective due to mechanical failure
<ul style="list-style-type: none"> • Electricity • Electricity above 240v • Electricity (240v) • Electricity (110vcte) • Extra low volt electricity <p>Ignition sources:</p> <ul style="list-style-type: none"> • Static • Batteries 	<ul style="list-style-type: none"> • Compressed air • Compressed gas • Steam boiler • Vacuum • Hydraulic system 	<ul style="list-style-type: none"> • Springs under tension • Springs under compression • Hoist platform/lift cage • Conveyor tension weight • Raised tipper lorry body • Counterweight • Load carried by crane 	<ul style="list-style-type: none"> • Inadequate crane base • Forklift truck on slope • Machine not bolted down • Mobile scaffold too high • Scaffold not tied 	<ul style="list-style-type: none"> • Crane overload • Chain sling • Eye-bolt overload • Scaffold overload • Hopper overfill

Radiation, Noise, Vibration and Thermal Hazards			
Radiation Hazards	Noise Hazards	Vibration Hazards	Thermal Hazards
<p>Ionising Radiation:</p> <ul style="list-style-type: none"> • X Rays • <input type="checkbox"/> or <input type="checkbox"/> radiation • neutrons <p>Non-ionizing radiation:</p> <ul style="list-style-type: none"> • microwave • radio frequency • laser • ultraviolet • infra-red 	<ul style="list-style-type: none"> • pneumatic drill • operation of plant 	<ul style="list-style-type: none"> • pneumatic drill • operation of plant 	<ul style="list-style-type: none"> • hot surface • using blow lamp • welding flame/arc • refrigerant • steam

Hazards Associated with Materials and Substances

Fire/Explosion Hazards			
Combustion Hazards	Flammable Substances (including highly and extremely flammable – see also explosive below)	Oxidising Substances	Dust Explosion Hazards
<ul style="list-style-type: none"> • timber stack • coal store • paper store • magnesium • straw • plastic foam • oxygen enrichment 	<ul style="list-style-type: none"> • petrol • propane gas • methane • carbon monoxide • methanol • paraffin • acetone • toluene 	<ul style="list-style-type: none"> • organic peroxide • potassium permanganate • nitric acid • explosive material • fireworks • proprietary explosives • detonators • some oxidising agents • highly flammable gas 	<ul style="list-style-type: none"> • coal dust • wood dust • aluminium powder • flour

Hazardous Substances				
Corrosive/Irritating Materials	Dust Explosion Hazards	Fumes	Vapours	Gases
<ul style="list-style-type: none"> • sulphuric acid • caustic soda • man-made mineral fibre 	<ul style="list-style-type: none"> • asbestos fibres • silica dust • dust mite faeces • pigeon droppings • coal • dust grain dust • wood dust 	<ul style="list-style-type: none"> • lead fume • rubber fume • asphalt fumes 	<ul style="list-style-type: none"> • acetone • 1,1,1 trichloroethane • dichloromethane • benzene • isocyanates 	<ul style="list-style-type: none"> • carbon monoxide • hydrogen sulphide • sulphur dioxide • carbon disulphide

Mists	Asphyziants	Ingestion Hazards	Contact Hazards
<ul style="list-style-type: none"> • oil mist • printing ink mist • water-legionella 	<ul style="list-style-type: none"> • nitrogen • carbon dioxide • argon 	<ul style="list-style-type: none"> • toxic, harmful, corrosive and irritant liquids • poisons, e.g. all harmful aerosols, polluted water, contaminated food and drink 	<ul style="list-style-type: none"> • swarf • rough timber • concrete blocks • molten metal • frozen food

Hazards Associated with the Workplace				
Access	Work at Heights	Obstruction	Stacking/Storing Hazards	Work Over/Near Liquids, Dust, Grain etc.
<p>Trips/Slips:</p> <ul style="list-style-type: none"> • damaged floors • trailing cables • oil spills • water on floor • debris • wet grass • sloping surface • uneven steps • changes in floor level <p>Access:</p> <ul style="list-style-type: none"> • locked exits • obstructed egresses • long exit route 	<ul style="list-style-type: none"> • fragile roof • edge of roof • edge of mezzanine floor • work on ladder • erecting scaffold • hole in floor 	<ul style="list-style-type: none"> • low headroom • sharp projections 	<ul style="list-style-type: none"> • high stacks • insecure stacks • inadequate racking • stacking at heights 	<ul style="list-style-type: none"> • grain silo • tank • reservoir • sump • work over river • work near canal

Hazards Associated with the Work Environment			
Light	Temperature	Confined Spaces	Ventilation
<ul style="list-style-type: none"> • glare • poor lighting • stroboscopic effect • arc welding • molten metal 	<p>Indoor Work:</p> <ul style="list-style-type: none"> • work in furnace • cold room <p>Outdoor Work:</p> <ul style="list-style-type: none"> • hot weather • cold weather • wind chill factor • work in rain, snow etc. 	<ul style="list-style-type: none"> • work in tank • chimney • pit • basement • unventilated room • vessel • silo 	<ul style="list-style-type: none"> • fumes • odours • tobacco smoke

Hazards Associated with Work Methods		
Manual Handling	Repetitive Movements	Posture
<ul style="list-style-type: none"> • lifting • lowering • carrying • pushing • pulling • hot/cold loads • rough loads • live loads, i.e., person or animal 	<ul style="list-style-type: none"> • keyboard work • using screwdriver • using hammer and chisel • bricklaying 	<ul style="list-style-type: none"> • seated work • work above head height • work at floor level

Hazards Associated with Work Organisation		
Contractors	Organisation of Work	Work in Public Areas
<ul style="list-style-type: none"> • work above employees • use of harmful substances • contractors' welding • process fumes • services (e.g., underground electricity cables) • stored hazardous materials 	<ul style="list-style-type: none"> • monotonous work • stress • too much work • lack of control of job • work too demanding 	<ul style="list-style-type: none"> • trailing cables • traffic/plant movement • obstruction to blind person • obstruction to prams, etc. • work above public

Other Types of Hazard		
Attack by Animals	Attack by People	Natural Hazards
<ul style="list-style-type: none"> • bees • dog • bull • fleas • snake 	<ul style="list-style-type: none"> • criminal attack • angry customer • drunken person • drug abuser • someone with mental health issues 	<ul style="list-style-type: none"> • lightning • flash flood • trees