

RISK ASSESSMENT PROCEDURE

Policy Group: Health and Safety

Effective: 1st May 2019

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Performance and Development

Responsible officer: Mark Fletcher

Next renew due: May 2020

Ref no.: 2.1.8

GUIDANCE

Values | Vision | Tone of Voice

Values



Vision

Transforming lives through learning

Tone of voice

Our tone of voice takes its direct influence from our core values.

We are passionate about people and learners and are driven to get the best out of everyone by getting to understand them. We are caring and supportive, as well as being determined and strive for growth. We talk with purpose and enthusiasm in a way that connects and empowers people.

Innovation is at the heart of Learning Curve Group and we're always thinking about what's next!

SUMMARY CHANGES

Date	Page	Details of amendments

I. INTRODUCTION

This procedure forms part of the our Health and Safety Management System and should be read in association with the Health and Safety Policy. The purpose of this procedure is to ensure our health and safety risk assessment arrangements are clearly outlined for all colleagues to follow to enable us to comply with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other associated legislation, while providing information and guidance to all colleagues on completing suitable and sufficient risk assessments as part of their work activities. It is an implied requirement under the Health and Safety at Work Act 1974 that a suitable and sufficient assessment of risk is carried out prior to any activities taking place.

Because of their wide-ranging nature, duties under the Management Regulations may overlap with other regulations. Where there is such an overlap, compliance with the more specific regulation will normally be sufficient to comply with any corresponding duty in the Management Regulations, e.g. the Control of Substances Hazardous to Health 2002 requires assessments to be carried out where there is a risk to health from hazardous substance exposure, so an additional assessment would not then need to be repeated for the purposes of the Management Regulations.

Applies to:

Responsible managers must ensure that all risks to health from work activities are risk assessed prior to being started and all colleagues must ensure that they comply with the requirements of this procedure

Reason for procedure:

This procedure is in accordance with the Management of Health and Safety at Work Regulations 1999 and all other relevant legislation, and it applies to all our sites and activities

II. PROCEDURE

As part of managing the health and safety of our colleagues, responsible managers must ensure any risks within their business areas are satisfactorily controlled. To do this, managers and supervisors need to think about what might cause harm and decide whether they are taking reasonable steps to prevent that harm occurring. To do this, a risk assessment should be carried out.

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks to colleagues carrying out activities in the workplace. The purpose and function of risk assessments can be explained as follows:

- to identify operations, tasks and processes which may foreseeably cause harm to colleagues or others, including members of the public and/or to the environment (hazards)
- to identify the potential of the hazard being realised and the potential consequences which might occur (risk)
- to enable a risk assessment to be developed, which will assist in eliminating or reducing the exposure of the colleagues or others to the risk

Conducting the Risk Assessment

Risk assessments are best completed in consultation with people who are familiar with the activity to ensure that all the hazards are identified, and practical control measures specified. Reducing risk is not an elaborate paperwork exercise. Responsible managers are bound by law to ensure that suitable and sufficient risk assessments are conducted and recorded before work starts and are maintained as the work progresses. To be 'suitable and sufficient' means that the risk assessment:

- identifies hazards and significant risks
- determines the likelihood of injury or harm
- quantifies the severity of consequences
- considers all those likely to be affected
- identifies any specific legal duty or requirement relating to the hazard
- remains valid for a reasonable period of time and is reviewed as necessary
- provides sufficient information to enable appropriate control measures to be taken
- enables control measures to be prioritised

When an evaluation of risk has been considered, the principles of prevention (control measures) are to be applied, which include:

- avoiding unnecessary risks
- evaluating the risks that cannot be avoided by carrying out suitable and sufficient risk assessments
- combating risks at source (changing the route of a cable rather than putting a cable protector over it)
- adapting work to the individual, especially regarding the design of workplaces
- taking advantage of technological progress, which improves safety
- replacing the dangerous by the non-dangerous or the less dangerous

- giving collective protective measures priority over individual protective measures
- providing appropriate instruction, training and supervision to employees

Risk Rating Action Table

When conducting a risk assessment, the level of risk must be determined based on the hazards that have been identified. This can be done by using the risk action table, which forms part of HSF 2.18.1 Risk Assessment Form. The risk is split into two main components:

- **Potential Severity of Harm** = the severity of the consequences if an incident happens
- **Likelihood of Harm Occurring** = what is the likelihood or probability of somebody getting hurt?

These are given a numerical value as follows:

Potential of Severity of Harm		
Slightly Harmful	Minor injury – first aid non-reportable	1
Harmful	Reportable lost time – injury > 3 days	2
Extremely Harmful	Death/loss of limb/serious injury/dangerous occurrence	3

Likelihood of Harm Occurring		
Highly Unlikely	Highly unlikely – though conceivable to occur	1
Unlikely	Remote possibility it could occur	2
Likely	Event only to be expected – no surprise	3

To achieve the initial risk level (before any control measures have been applied) and residual risk level (once control measures have been applied), multiply the likelihood and potential to reach the combined risk rating ((likelihood) 1 x (potential) 2 = 2).

Initial Risk Level	
Low Risk 1 – 2	Risk is broadly acceptable, but activity is to be monitored for changes and actions to reduce risk.
Medium Risk 3 – 5	Introduce additional control measures to reduce as low as reasonably practicable (ALARP) – method statements must be used.
High Risk 6 – 9	Do not proceed without referring to your Line Manager – method statements and more controls to be in place.

Risk Assessment Process

There are 5 steps to completing a risk assessment, which follow the simple 'HSE 5 steps to risk assessment process' as shown below. This is further explained in the paragraphs that follow:

Step 1: Identify the hazards

Determine what might reasonably and foreseeably go wrong (ignore the trivial and concentrate on significant hazards, which could result in death, result in serious harm or affect many people). Compile a list of foreseeable site or workplace activities to aid this process. Do not overlook health hazards, e.g. noise, vibration, back injuries and stress. Consult colleagues carrying out the tasks as to what they think. Complete HSF 2.18.1 Risk Assessment Form for those hazards that have been identified as significant.

Step 2: Decide who might be harmed and how

Having identified the hazards, responsible managers then have to decide how likely it is that harm will occur and who will be harmed. Risk is a part of everyday life and all risks cannot be eliminated. What responsible managers must do is make sure they know about the main risks and the things required to manage them. In addition to colleagues being harmed, you must also consider learners, visitors, contractors, agency workers, maintenance personnel, children, pregnant women, trespassers, members of the public (some of whom may have special needs) etc. – all of whom are owed a legal duty of care.

You must also check for any disability a worker may have, which may put their own or others' lives at risk. They may be owed a greater duty when specifying control measures. Once you have identified the groups at risk fill in the 'Persons at Risk' area of the risk assessment form with this information.

Step 3: Evaluate the risks and decide on precautions

Based on each of the hazards identified you need to lower the risk for each one individually by implementing control measures (based on the principles of prevention). These need to be detailed in the column marked 'Control Measures', with the risks being managed by these controls so they are as low as is reasonably practicable. Controls can include references to method statements, known best practice standards, mechanical aids, teamworking, buddy systems, supervision, etc. and can be suitable for more than one hazard identified.

Generally, you need to do everything 'reasonably practicable'. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk.

Where there is a statutory or internal inspection requirement to be carried out, this is to be included in any control measure and entered onto the risk assessment documentation, e.g. portable appliance testing.

Step 4: Record your findings and implement them

Complete the remainder of the risk assessment, using additional sheets as necessary, by adding any additional control measures, who they will be actioned by (responsible managers or the person/s carrying out the activity) and a target date for them being completed (normally the start date of the activity).

Once this has been completed, the residual risk rating should then be completed. Based on the control measures implemented, this rating will be lower than the initial rating before any control measures were put in place.

Completed risk assessments must be available for all colleagues involved in the task being undertaken for the purpose of information and instruction throughout the length of time the task takes to complete. All colleagues should be aware and understand the contents of all risk assessments relating to their work areas.

Step 5: Review your risk assessment and update if necessary

Risk assessments should be reviewed at regular intervals (usually annually). When doing this you should be alert to the introduction of new equipment and substances, changes in design, work programmes, workplace environments and colleagues health that may require changes to be made. Accidents, near misses and non-compliances may also signal the need for a revision. All assessments must be reviewed and then revised if necessary, including:

- before a significant change of the method, machinery or materials used to carry out a work activity
- after a serious accident, significant near miss or dangerous occurrence is reported
- after a case of notifiable disease is reported

Record-keeping

The completed risk assessments are important legal documents and may be required up to sixty years hence in respect of ill-health claims or by the HSE should an investigation be required. Risk assessments must be uniquely numbered so that they can be easily retrieved, and the current version identified. All our risk assessments will use HSF 2.18.1 Risk Assessment Form and may be either electronic or hard copies.

Model Risk Assessments

A number of 'model risk assessments' have been produced and are available to use or reference from, in the production of certain site-specific risk assessments. These are currently held on the 'S:Drive' in the health and safety folder. For assistance with using these assessments, please contact the Head of Health and Safety, Estates and Environment.

III. DEFINITIONS

Term	Explanation
Hazard	Something that can cause harm.
Risk	Likelihood of the hazard causing harm – normally high, medium or low risk.
Responsible Manager	The senior person responsible for an office or site, which includes Centre Managers and Business Directors.

IV. RELATED POLICIES

HSP 2.1 Health and Safety Policy

Appendix

The following forms are available on the company 'S' Drive in the Health and Safety folder.

HSF 2.1.81 Risk Assessment Form