



Health & Safety Risk Assessment Health & Safety Management Standard Issue 7 (February 2023)

Introduction

This document contains corporate standards and guidance on the completion of risk assessments. It is the responsibility of managers to ensure that all activities or operations in any area under their control are assessed and managed in line with this document.

This document must be read in conjunction with any additional guidance specific to divisional issues or activities.

Note. Risk Management and Insurance Services also require managers to risk assess Whole Business Corporate risks using a separate Risk Management template form. This process is different to managers risk assessing general health & safety risks for ongoing operations, and the two subjects should not be confused. However, both the Risk Management business assessments and general health & safety risk assessments should be completed, with both systems operating in parallel.

For advice and assistance in relation to the Risk Assessment Register contact - Risk Management and Insurance Services on 454 (37) 1620.

Managers' Checklist – Risk Assessment

The checklist given below identifies key actions involved in managing the health and safety risks arising from activities and operations in areas under their control. Further information on each of these points is contained in this document.

1. Is the person completing the risk assessment considered competent?
2. Have all hazards presenting a significant risk to employees and others been identified?
3. Have suitable control measures been identified to eliminate or minimise the risk and have they been implemented? In formulating those control measures has account been taken of the general principles of prevention (see Appendix A)?
4. Has the risk from each of the identified hazards been evaluated?
5. Have you considered if further management actions or controls are required to reduce the risk as well as designating responsibility and timescales for the completion of that work?
6. Is the risk assessment considered suitable and sufficient?
7. Has information on the significant risks and the preventive and protective measures been provided to all relevant employees?
8. Has the risk assessment been suitably recorded and an appropriate date set for it to be reviewed?

Competence of the Risk Assessor

It is the Manager's responsibility to ensure that suitable and sufficient risk assessments are completed for all activities and operations in areas under their control. They may choose to complete those risk assessments themselves or nominate another person in their team to undertake the work. Whichever route is selected, the person undertaking the assessments must be competent. To be considered competent, the risk assessor must have an understanding of those activities and operations in the work area that are being assessed and an awareness of the hazards that may be involved. Risk assessors should also have attended a suitable risk assessment training course.

The Corporate Health and Safety team offer a Risk Assessment Workshop. Places on this course may be booked on ESS or by contacting Work Monitoring within HR.

Note. Risk Management and Insurance Services offer an 'Identifying and Assessing Operational Risks' training course. All managers and/or their delegated risk assessors must attend this course.

Identify the Hazards

A hazard is something with the potential to cause harm. Examples of typical hazards in the workplace would include fire and electricity, the use of DSE or other equipment, obstructions that might cause trips and falls, hazardous substances, manual handling, etc.

Hazards that present a significant risk of injury to employees and others (e.g. contractors, visitors, service users or members of the public) must be identified and recorded. Managers may need to complete several risk assessments to ensure that all their work activities and operations have been considered so it is highly likely that common hazards may appear more than once during the assessment process.

Once a hazard has been identified and documented, the assessor must also record the consequence or effect of that happening, i.e. how someone could be injured by that hazard, the likely severity of any resultant injury and who could be affected, whether that is an LCC employee or some other person.

Control Measures

Having identified and documented a particular hazard the assessor must also consider any control measures already in place to minimize the risk of injury before going on to evaluate the risk.

Control measures may include the provision of guarding, mechanical equipment, maintenance and testing schedules, safe systems of work, training and personal protective equipment (PPE). There may also be mandatory legal requirements for some hazards (e.g. lifting equipment, compressors and electrical appliances). If in doubt contact the Corporate Health and Safety Team for advice.

During this process the assessor may identify not only control measures that are in place, but also other measures that should be in place or may have lapsed. If further actions or controls are required (i.e. to ensure legal compliance), or are reasonably practicable to further reduce the risk, these must also be recorded (see below).

When selecting control measures, engineering control are far more effective than those requiring employee actions, therefore there is a hierarchy of control measures that should be adopted when selecting control measures; with the highest level of control measure being considered (and possibly discounted) before moving to lower level control measures in order, with Personal Protective Equipment being a last resort option. Also remember that more than one level of control measure can be implemented at the same time.

This general control measure hierarchy is.

1. Eliminate
2. Reduce
3. Isolate
4. Control

Method Statements

A method statement is a useful and practical way to help plan, manage and monitor work activities and operations, detailing a safe system of work.

Method statements are not mandatory for all activities, such as those of a lower risk, but they are a useful additional method of control for those tasks presenting higher risks.

Method statements are an effective way of communicating a safe system of work to employees detailing risks and precautions that should be taken including resources that are needed. The most effective method statements often include pictures/diagrams, etc. to make it clear how work should be carried out. The statement need be no longer than necessary to achieve these objectives effectively.

The method statement describes in a logical step by step sequence exactly how a job is to be carried out in a way that secures health and safety and includes all the control measures, as identified in the relevant risk assessments.

When writing method statements, avoid ambiguities or generalisations which could lead to confusion. Statements are for the benefit of those carrying out the work and their immediate supervisors and should not be overcomplicated.

Equipment needed for safe working should be clearly identified and available before work starts. Workers should know what to do if the work method needs to be changed. Checking that the working methods set out in the statement are actually put into practice can also be a useful monitoring tool (see Record and Review below).

A method statement may include arrangements to deal with serious or imminent danger.

A method statement template is provided, which can be adopted and adapted as appropriate.

Evaluate the Risk

The risk is the likelihood of the harm or injury from a particular hazard being realised in the circumstances of use. There are lots of factors that must be considered when evaluating the risk and they include:

- Existing control measures and their effectiveness
- Control measures that are not in place but should be
- Accident & incident records
- How many persons are exposed to the hazard
- How often the activity or operation is carried out and for how long
- The individual(s) undertaking the task
 - Disability, pregnancy, capability
 - Safety behaviour, age, experience, knowledge, etc

The risk rating entered on the risk assessment form is a calculation of the potential **impact** of the hazard, e.g. injury, and the **likelihood** of that event happening and someone being injured. The Risk Scoring Guide must be used to make this calculation.

Further Management Actions & Controls

If there are additional control measures which it is reasonably practicable to introduce and which would reduce the risk of someone being injured, these should also be recorded on the risk assessment form as 'Additional Controls Required'. If some control measures which should be in place are found to have lapsed (e.g. portable appliance testing, fire extinguisher inspections) or be non-compliant (e.g. lack of DSE assessments or suitable personal protective equipment), these should also be recorded on the form as 'Additional Controls Required'.

The responsibility for completing each additional action must be designated and a date for completion specified. As actions are completed the risk assessment form must be reviewed and updated, i.e. additional controls become existing controls.

Suitable and Sufficient

All risk assessments must be suitable and sufficient. All risks must be identified and assessed but the level of detail and sophistication should be directly proportionate to the level of risk. The assessment for everyday work activities in an office environment would be much simpler than for more complex and higher risk operations such as highway maintenance, felling trees or construction work.

If all the significant risks of an activity have been identified, all persons who could be affected by that activity have been considered, and all current **reasonably practicable** control measures documented or further actions and controls listed with reasonable timescales for completion, then the risk assessment will probably be suitable and sufficient.

The risk assessment should be appropriate to the nature of the work such that it remains valid for a reasonable period of time.

Information to Employees

When the risk assessment is complete, the significant findings must be communicated to employees. Comprehensible and relevant information on the risks identified in the

assessment and the preventive and protective measures must be provided to all employees in a form that is suitable to them and the circumstances.

Examples of how this may be achieved would be as part of induction training, by providing a copy of the risk assessment or by holding periodic tool box talks. Whatever form of communication is selected, it must be understandable by everyone.

Record & Review

All risk assessments must be recorded on the LCC Risk Assessment form, which can be downloaded or printed the Health & Safety pages on Interface. Copies must be kept either electronically or in paper form so that they are readily available for inspection, and must be retained in their original format for at least 6 years (i.e. not overwritten). Use the form that best reflects the type of risk assessment that is needed.

All completed risk assessments must be assigned a review date, which should be no longer than 12 months from the date of the assessment. The review date may be less than 12 months if considered appropriate (i.e. the list of additional controls required' has numerous completion dates in the next three months which when completed, will require an amendment to the existing actions and control measures listed on the assessment).

Risk assessments should also be reviewed more frequently:

- If there is reason to suspect they are no longer valid;
- After any accident, dangerous occurrence or near miss;
- After any changes to the workplace or working practices.

Peer Review

The risk assessment process may be enhanced by enlisting the help of a diverse range of staff (with different experiences and perspectives) where appropriate – the review process is a good opportunity for this.

Register of Risk Assessments

Where appropriate, it is good practice to keep a record or register of risk assessments that have been undertaken to aid the monitoring and review process. An example is provided with the Corporate Safety Manual.

Other Risk Assessments

The completion of these risk assessments does not eliminate the need for managers to complete other more specific risk assessments for display screen equipment (DSE), manual handling, noise, hazardous substances, etc. in accordance with other standards set down in the LCC Corporate Safety Manual. The findings from specific risk assessments should be used to assemble and support the general risk assessments.

Advice & Assistance

For advice & assistance in relation to all health and safety risk assessments contact the Corporate Health and Safety team on 454 (37) 4300.

Note. For advice and assistance in relation to the Risk Assessment Register contact Risk Management and Insurance Services on 454 (37) 1620.

VERSION CONTROL SUMMARY

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Summary details of amendments made at this review.

Page	Section / Paragraph	Amendment
5	Record & Review	New “Register of Risk Assessments” section added.