

Risk Assessment

Factsheet



Legislation

- Health and Safety at Work Act 1974
- Manual Handling Operations Regulations 1992
- Health and Safety Display Screen Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- R.I.D.D.O.R
- Personal Protective Equipment at Work Regulations 2002

HSAWA 1974

Employers responsibilities

- Provide information, instruction, training and safe supervision
- Complete staff induction training
- Provide a safe working environment
- Appoint competent persons to assist with health and safety
- Toilets and washing facilities
- A supply of drinking water
- Storage area for clothes, bags etc.
- Suitable rest areas for pregnant women
- Areas for breaks, eating
- Provide safe systems of work
- Dispose of waste / sharps safely
- Establish emergency procedures
- Complete risk assessments

Employees responsibilities

- To take care for the health and safety of themselves
- Take care of others who may be affected by their acts or omissions
- Not to misuse workplace items
- To cooperate with their employer to enable them to fulfil their legal obligations
- To comply with policy and procedures
- Report any dangerous situations

Why use risk assessment?

Benefits & features:

- Legal requirement
- Reduction in injuries, accidents, ill health and fatalities
- Increase in quality standards, efficiency and productivity
- Increase in staff morale and motivation
- Reduction in costs of injuries and ill health
- Fewer compensation claims
- National Minimum Standards, regulations

Main causes of injury

- Handling, lifting, carrying
- Slips, trips and falls
- Struck by moving object
- Falls from a height
- Struck against something fixed / stationary
- Contact with moving machinery
- Violence

Key definitions

Health

The protection of the bodies and minds of people from illness resulting from materials, processes, or procedures used in the workplace.

Safety

The protection of people from physical injury.

The physical and mental well-being of the individual at the place of work.

Accident

“Any unplanned & uncontrolled event that results in injury or ill health of people, or damage or loss to property, plant, materials or the environment, or reputation.”

Near Miss

Is any incident that could have resulted in an accident.

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Carrying out risk assessments

- Identify Hazards
- Identify people at risk (groups, numbers, vulnerable people)
- Evaluate the Risk: severity of hazard and frequency of task
- Record your findings and implement them
- Review your risk assessments and update as and when necessary

Evaluate the risk

Consequence	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Likelihood				

Likelihood x Consequence

Likelihood	Points	Consequence	Points
Very likely	5	Insignificant	1
Likely	4	Minor	2
Fairly likely	3	Moderate	3
Unlikely	2	Major	4
Very unlikely	1	Catastrophic	5

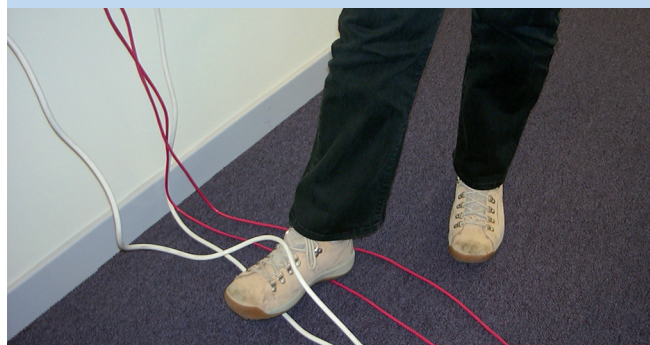
Score	Action
17 - 25	Unacceptable - Stop activity and make immediate improvements.
10 - 6	Tolerable - Look to improve in specified timescale.
5 - 9	Adequate - Look to improve at next review.
1 - 4	Acceptable - No action, make sure controls are maintained.

Risk management
High consequence + High likelihood = Active monitoring
High consequence + Low likelihood = Emergency planning
Low consequence + High likelihood = Good housekeeping
Low consequence + Low likelihood = Regular reviews

RIDDOR

This is the law that requires employers, and other people who are in control of work premises, to report and keep records of:

- Work-related deaths
- Serious injuries
- Diagnosed industrial disease
- Dangerous occurrences (near miss incidents)



Definitions

Hazard

Something with the potential to cause harm.

Risk

Assessed by taking into account mainly the severity of harm, the likelihood of that harm occurring and the number of people that could be affected.