

CSC Compliance Guidance

Introduction to Risk Assessments

Risk assessments must be completed for any significant hazards on site and those hazards controlled; this must be documented if you have five or more employees. As an employer, you are required by law to protect your employees, and others such as contractors and members of the public from harm. Failure to implement sufficient and suitable risk assessments in line with the operations is a **CRITICAL ISSUE**.

Some examples of hazards that could cause harm are: fire, electrical equipment, chemicals or lack of control of contractors. The risk is the chance or likelihood that the hazard will actually cause harm. Whenever possible hazards should be removed or eliminated. However, sometimes they can only be reduced and controlled, or as a last resort protection provided.

Under Management of Health and Safety at Work Regulations 1999, the minimum you must do is:

- Identify what could cause injury or illness in your business (hazards).
- Decide how likely it is that someone could be harmed and how seriously (the risk).
- Take action to eliminate the hazard, or if this isn't possible, control the risk.

Assessing risk is just one part of the overall process used to control risks in your workplace. There are five steps to risk assessment which needs to be completed by a competent person:

- **Step 1:** Identify the hazards, i.e. anything that may cause harm.
- **Step 2:** Decide who may be harmed, and how.
- **Step 3:** Evaluate the risks and decide on precautions.
- **Step 4:** Make a record of the findings and implement them.
- **Step 5:** Review the risk assessment regularly.

Generic Risk Assessments

The generic assessments provided within the health and safety policy highlight the general risks identified within the operation of the business and premises. These assessments need to be individually tailored to site. A copy of each applicable risk assessment needs to be placed in the departmental health and safety files.

Site Specific Risk Assessments

Departments will then compile site specific assessments which will detail key operational issues/ hazards not covered by the generic risk assessments and whenever new safety problems are identified or anticipated. For example, if alterations or building works are carried out. A risk assessment template and guide is held within the health and safety policy for completing these. Management of health and safety (HSG65) can also be referred to as well as support from CSC Ltd.



Risk Rating

A risk rating system from 1 to 9 is used to help prioritise the degree of risk. The higher the number then the more urgent it is to control the hazard. If the risk rating is above 3, then action should be taken to reduce or remove the hazard (and therefore also reduce the risk rating). For example: a safe system of work could be completed for each high level task on site.

Risk Rating=Hazard Severity multiplied by Likelihood of Occurrence

If a hazard caused an accident would it result in:

- An injury or near miss which just needs to be noted in the accident book: **Value 1**
- An injury which requires more than 3 days off work: **Value 2**
- A major injury as defined by RIDDOR: **Value 3**

What is the likelihood of this accident occurring:

- Seldom (yearly?) **Value 1**
- Probable **Value 2**
- Certain **Value 3**

The risk rating should be used to prioritise the actions taken to ensure that effective safety controls are put in place and that a safe working procedure is followed. Once additional controls and procedures have been implemented and deemed effective, then the risk assessment needs to be reviewed and risk rating reduced where applicable. At the same time the additional controls need to be moved into the present controls section of the risk assessment.

Reviewing risk assessments

Risk assessments need to be reviewed at least annually or when there is:

- A change in work practice.
- A change in legislation.
- A change of building design/ refurbishment or new operation introduced.
- New equipment or substances/ chemicals are introduced.
- Any individuals working who may require special needs.
- An incident or accident
- When management decides a review is necessary.

Training

Training must be given to all staff on all risk assessments commensurate to that employee's job role, both on induction and refresher training. Staff must be shown and be made aware of the applicable risk assessments as part of this. Training must also be given for any new risk assessment that is introduced or amended; training should be documented and signed/ dated by the trainer and trainee. A lack of training would be a **CRITICAL ISSUE**.