Strategic Safety Management Training

Module 2

Practical Risk Assessment Workshop





Course Aim

This module forms part of the 'Corporate Safety Management Training'

The course aim is to ensure all managers have Practical experience of the risk assessment process.





Course Objectives

This session you will.

Practically apply your Risk Assessment knowledge.





Risk Assessments



The HSE consider a general statement for a risk assessment to be:

'A risk assessment is nothing more than a careful **examination** of what, in your workplace, could cause harm to people, so that you can weigh up whether you have taken enough precautions, or should do more to prevent harm'





Remember.....



The aim of a risk assessment is not to provide a completely risk free environment, but rather to ensure that we have done all that is **reasonably practicable** to protect the health, safety and welfare of colleagues and others who may be affected by our work.







Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority.

This is what is meant by a hierarchy of control.to implement

Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.







1st

Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.





2nd Priority

Substitution - Replace the material or process with a less hazardous one.







3rd Priority

Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment.

Give priority to measures which protect collectively over individual measures







4th Priority

Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (eg by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.





5th Priority

Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used.





Why does NCC require legally compliant safety documentation?





Why NCC requires legally compliant safety documentation?

The 2 primary reasons are

Proactive

Demonstrates the organisation has considered its risks and completed the relevant documentation to the required standard.

Reactive

Can be used to defend a legal case (HSE prosecution or Notices) or support insurance & risk management to reduce compensation.





Legally Compliant Safety Documentation

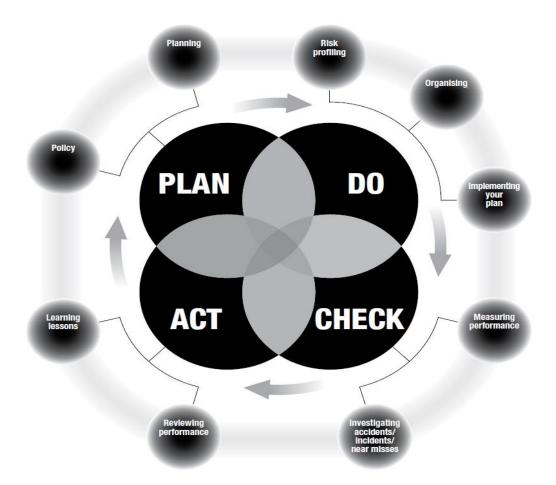
To ensure that any health & safety management document is completed to a compliant standard, it must be, as a minimum:

- Signed
- Dated
- Completed by a competent person
- Information is in date and relevant





The Plan, Do, Check, Act approach









Common Errors in undertaking Risk Assessments





Planning risk assessment

- Not involving a team of people in the assessment or not including employees with practical knowledge of the process/activity being assessed.
- Not designating the risk assessment to a person who is competent.
- Involving experts in the risk assessment process who are not familiar with the enterprise.





Step 1: Identifying hazards and those at risk

- Overlooking possible risk categories
- Not thinking about long-term hazards to health
- Only looking to the works manual, not involving workers
- Strictly following a checklist
- Not recognising a significant hazards, thinking it trivial
- Overlooking second jobs
- Not considering the possible presence of employees of other businesses or other persons such as subcontractors and visitors at the workplace
- Not ensuring coordination between employers and subcontractors
- Not including groups of persons who may particularly be at risk
- Not recording equipment only used on special occasions
 - Not collecting records of accident and ill-health data





Step 2: Evaluating risk arising from hazards

- Not fully assessing the risks
- Creating a false feeling of safety
- Moving from one scenario to another during the estimation of effect, exposure frequency and probability





Step 3: Deciding on preventive action

- Not taking into account the preventive hierarchy
- Transferring the risk
- Not consulting or involving workers in decisions about preventive action





Step 4: Taking action

- Not prioritising the implementation of preventive measures
- Not involving the workers





Step 5: Monitoring and reviewing

- Considering the risk assessment as a one-time obligation
- Not supervising sufficiently the efficiency of the measures





Documenting risk assessment

Not recording the assessment





Risk assessment Review exercise

Common errors with information contained in the risk assessment





Process for Completing Risk Assessments

Assessment Part of the Process

- Consider all tasks, activities and situations you manage
- 2. Identify the hazards and who may be involved
- Analyse the risks of injury
- 4. Determine adequacy of controls
- Evaluate risk and risk levels
- 6. Consider controls that may reduce risk further
- 7. Implement controls
- 8. Communicate controls to staff
- 9. Monitor the measures
- 10. Review







Competent Person

 A person who has had sufficient training and knowledge or experience to undertake the task

Suitable and Sufficient

- Identify the significant risks
- Enable the employer to identify and prioritise the control measures which need to be taken
- To be appropriate and remain valid for a reasonable period of time
- The issue should be reasonably foreseeable







Defining Hazard / Risk / Reasonably Practicable







Risk Assessment – Definitions

| HAZARD | Something with the potential to cause harm. |
|---------------------------|---|
| RISK | The likelihood of that hazard being realised and its possible severity. |
| REASONABLY PRACTICABLE | Balance of risk against the cost, time and effort of implementing the controls. |





Hazard Exercise

Hazard Identification in the risk assessment





Likelihood & Severity

Severity (S)

1 = Slight

< than 7 day injury

2 = Moderate

>7 day injury

3 = Major

death, major injury

Likelihood (L)

1 = Unlikely

unlikely to happen

2 = Possible

may happen sometime

3 = Likely

Could happen anytime

```
The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce
 new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the CBy Council) which result in personal injury or ill
 Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work
 There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment
. Hazard - is the potential to cause harm, e.g. an electric shock from using electrical equipment.

    Control Measures - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual
inspections to ensure there is no diamage to the cable of purpose correctly, making sure the right like as if itled, making
sure sockets are not overloaded, arranging for an annual check by a 'competent person (e.g. a qualified electrician) etc. Chrolio Measures include such

    areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
. Risk - is the likelihood that harm will occur, after the control measures have been carried out.

    Severity (S) - rated as follows:
    - MAJOR
    - i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture).
    - MODERATE
    i.e. 'over 7 day' injury - ref. RIDDOR 2013.
                                                               i.e. injuries where persons may be off work for less than 7 days (or not at all).
                                                                                                                                                                         = FACTOR 1
- UNLIKELY i.e. where harm is unlikely to occur
                                                                                                                                                                          = FACTOR 1

    Risk Rating (RR) - is a means of "measuring" the risk by multiplying the severity by the likelihood e.g. a severity factor
"MODERATE" with a likelihood factor "POSSIBLE" would give a risk rating of 2 x 2 which, of course, gives a "score" of 4.

    The objective is to achieve the lowest possible 'scores' in the Revised Risk Rating, so far as is reasonably practicable.

    GUIDANCE - Risk rating from 6 - 9 requires IMMEDIATE action to achieve a reduction in risk.

                                      from 3 - 4 requires action AS SOON AS POSSIBLE
from 1 - 2 may be considered acceptable (although action may be possible to reduce
the risk even turther).
 Advice on carrying out risk assessments is available from Corporate Safety Advice
```







Risk Assessment Templates

Risk Assessment Templates

These Risk Assessment templates need to be completed using information relevant to your service area or team and on identify how you operate. Please do not just print off one of these assessment templates without including this specific information as this will not be a suitable or sufficient risk assessment. All of these documents must be signed and dated and the information contained within the risk assessment must be communicated to the colleagues that are covered by its content.

- General Risk Assessment
- Stress Assessment
- Office Risk Assessment
- Control of Substances Hazardous to Health (COSHH) Assessment
- · Lone Working Risk Assessment
- Manual Handling Risk Assessment
- · Work at Height Risk Assessment
- . New & Expectant Mothers at Work Risk Assessment
- Young People & Work Experience Risk Assessment
- Fire Risk Assessment
- Needles & Hepatitis B Risk Assessment
- First Aid Risk Assessment
- Outdoor Risk Assessment

On-Line Risk Assessments

The following risk assessments are now completed on-line.

· DSE Self Assessment System









All Risk Assessment Templates

- Use the same 5 step to risk assessment principles already discussed;
- They guide the assessor through a step by step process;
- Used for specific hazards which are common place across the authority;
- Provides uniform approach in the application of risk assessment principles.





Summary for all Safety Management Documents

- Must be retained in a legally compliant condition.
- Information must be communicated with all affected
- Must be reviewed within the agreed time frame
- Must Be Completed by a competent person





Course Summary

Topics Covered

- 1. Hierarchy of Control
- 2. Ensuring documentation is legally compliant
- 3. Carrying out the Risk assessment (Reviewing a Risk Assessment)
- 4. Process for completing risk assessments
- 5. Defining hazard / risk / reasonably practicable
- 6. Assessment Templates





Module 2 Certificate

Having attended this course, you will need to ensure you have completed all E-Session via the Learning Zone training system before you can obtain your certificate.





Any Questions?



