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RISK ASSESSMENT POLICY

THE DUTY TO ASSESS RISKS AND TAKE APPROPRIATE ACTION TO REMOVE OR CONTROL THE RISKS IS FUNDAMENTAL AND ABSOLUTE. THE PURPOSE OF A RISK ASSESSMENT IS TO IDENTIFY THE MEASURES TO REMOVE OR CONTROL THE RISKS. A SYSTEMATIC GENERAL EXAMINATION OF ALL ACTIVITIES IS NECESSARY. RISK ASSESSMENTS MUST BE 'SUITABLE AND SUFFICIENT' AND RECORDS SHOULD BE KEPT TO SHOW THAT:

- A PROPER CHECK HAS BEEN MADE;
- THOSE AFFECTED HAVE BEEN IDENTIFIED; ALL THE OBVIOUS AND SIGNIFICANT HAZARDS HAVE BEEN COVERED;
- THE CONTROLS ARE REASONABLE AND THE REMAINING RISK IS LOW.

(A guidance booklet 'Five Steps to risk assessment' is published on the Health and Safety Executive's website at www.hse.gov.uk/pubns/indq163.pdf)

Hazard

Something with the potential to cause harm. (e.g. falls, slips, fire, electricity, vehicles, substances, manual handling). The harm will vary in severity – some hazards may cause death, some may cause injury or ill health causing short or long term incapacity, others only cause cuts and bruises.

RISK

THE COMBINATION OF THE SEVERITY OF HARM WITH THE LIKELIHOOD OF IT HAPPENING. THIS IS USED AS THE BASIS FOR PRIORITISING ACTIONS, THE HIGHER THE RISK, THE HIGHER THE PRIORITY FOR ACTION.

CARRYING OUT RISK ASSESSMENTS

- IDENTIFY THE HAZARDS (IGNORE TRIVIAL HAZARDS, CONCENTRATE ON OBVIOUS AND SIGNIFICANT HAZARDS);
- DECIDE WHO MIGHT BE HARMED AND HOW;
- EVALUATE THE RISKS AND DECIDE IF EXISTING CONTROLS ARE ADEQUATE OR IF MORE SHOULD BE DONE, (IN MANY CASES THIS CAN BE DONE BY FINDING OUT WHAT IS UP-TO-DATE GOOD PRACTICE);
- RECORD THE SIGNIFICANT FINDINGS (SEE ATTACHED EXAMPLE, OTHER POLICIES/PROCEDURES CAN BE QUOTED);
- REVIEW ASSESSMENTS ANNUALLY OR WHEN CIRCUMSTANCES CHANGE AND REVISE IF NECESSARY.

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CONTROLLING RISKS

WHERE POSSIBLE ELIMINATE THE HAZARD, THERE CAN BE NO RISK WITHOUT A HAZARD OR CONSIDER LESS HAZARDOUS OPTIONS (E.G. USING A LESS HAZARDOUS SUBSTANCE OR PIECE OF EQUIPMENT). WHEN CONTROLLING RISKS APPLY THE PRINCIPLES BELOW IN THE FOLLOWING ORDER:

- **COMBAT RISKS AT SOURCE BY USING PHYSICAL MEANS (E.G. SEPARATION OF VEHICLE AND PEDESTRIAN ROUTES, INTERLOCKED GUARDING/ISOLATION TO PREVENT ACCESS TO DANGEROUS PARTS OF EQUIPMENT);**
- **IMPLEMENT SYSTEMS AND PROCEDURES TO CONTROL THE RISK IN CONJUNCTION WITH TRAINING, SUPERVISION AND PERSONAL PROTECTIVE EQUIPMENT FOR EMPLOYEES WHERE APPROPRIATE.**

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SIGNIFICANT FINDINGS OF RISK ASSESSMENT

Location or Unit		Area or activity		Carried out by		Date	
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Hazard	Who might be harmed	Controls Measures	Is Risk controlled? Yes/No	If 'No' what action is required to control the risk