RISK ASSESSMENT

1.0 INTRODUCTION

It is a legal requirement that risk assessments are carried out for all work activities. These assessments must be recorded and reviewed appropriately. In addition, employees or anyone else put at risk must be provided with comprehensible and relevant information on the risks to their health, and the control measures required minimising these risks.

These guidelines are produced to assist line managers to comply with the ***WRG*** SHE Policy and the Management of Health and Safety at Work Regulations 1999.

The purpose of risk assessment is to ensure safe places of work; safe work practices are maintained so far, as is reasonably practicable. Risk assessment is an essential part of any SHE management system.

2.0 RESPONSIBILITY

Risk assessment is a Line Management responsibility. It is the responsibility of the **person directly in charge of any *WRG* location, operation, site, department or section**, to ensure that appropriate risk assessments are carried out and to agree and sign off each assessment. This person should be in a responsible position with an authorised spending limit so that **they** are in a position to implement or at least progress identified improvements. These will normally be the line managers.

MD's should ensure that they have all of their areas of responsibility covered by nominating appropriate Managers in writing and should ensure that assessments are done and actions are progressed.

The assessments should be carried out by **persons who are expert in the work being done, and have safety knowledge,** e.g. managers/supervisors, safety representatives.

3.0 DOCUMENTATION

- Five Steps to Risk Assessment (HSE Document)
- WRG Risk Assessment Form

4.0 PROCEDURE

4.1 Identify and list hazards that need assessing. Tasks may be assessed rather than individual hazards if it is more appropriate to do so.

4.2 Note that any risks associated with: Manual Handling, and Display Screen Equipment, may be covered by separate specific assessments. List these to ensure that they are appropriately assessed. Contact with substances hazardous to health will be covered by COSHH assessments.

4.3 The risk assessments should be carried out, ideally by observing the work being done and by asking those involved about any associated problems. New risks may be identified, add these to the assessment list.

4.4 Normally annual reviews will suffice, however the following should cause a review:

- Change of work practice
- New equipment
- If an accident or near miss occurs

The reason for the review should be entered on the assessment.

4.1 Progress of actions identified should be monitored at the operations meetings.

5.0 COMMUNICATIONS

The completed risk assessments (and copies if necessary) should be kept on site and all employees should be encouraged to read the assessments that cover their work area.

In addition to this it is essential that any significant findings be communicated by the supervisor/manager to those at, or potentially at risk due to the work activity. **This is a legal requirement of the regulations**.

6.0 MONITORING

The requirement of the law is that assessments are 'suitable and sufficient', the SHE manager via inspections and/or audits will judge this.

7.0 SUITABLE AND SUFFICIENT

The risk assessment must be suitable and sufficient which means that it must identify:

- hazards
- employees and others who may be at risk
- evaluate existing control measures
- record the likelihood of an accident
- determine what needs to be done to reduce the risk
- provide prioritised action plan with a realistic timescale for completion

8.0 DEFINITIONS

To conduct a risk assessment the manager or supervisor must be aware of the following definitions:

HAZARD - anything which can cause harm e.g. chemicals, electricity, working at height, confined spaces etc.

RISK - the likelihood of that harm occurring with the resultant consequences

9.0 COMPLETING THE RISK ASSESSMENT FORM

A question frequently asked is where do I start. The answer is to list all activities carried out in the area under your control. This will include activities such as landfill operations, waste collection operations, laboratory operations, maintenance work, driving, office duties etc.

Using your experience organise your list so that the most hazardous operations are addressed first. Discuss timetables for the completion of the assessments with your line Manager.

Administration
Complete the administration details.

Job Step Column
Consider the task/activity and list the steps involved, you may have to observe the task being carried out. Ideally though an initial assessment will be made before a task is done which can be reviewed once the task has begun.

Hazard Column
In this column record all of the hazards in relating to the task/activity.

Persons at Risk Column.
These may the person carrying out the task or others who are nearby who may be effected by the task usually Employees, Contractors or public.

Likelihood of Accident Circumstances.
Consider the task being done and the likelihood that the hazard will cause harm. The likelihood of harm occurring will depend on:

- the organisation of the work
- how effective the hazard is controlled
- the extent and nature of exposure to the hazard

Use your experience to make a judgement and rate the likelihood of harm as follows:

Likelihood	Score
Likely or frequent, occurs repeatedly, to be expected	H
Possible, could occur sometimes	M
Improbable, so unlikely that probability is close to zero	L

Severity of the Potential Injury
The harm that the hazard may cause can be rated as follows

Severity	Score
Fatality	H
Injury	M
No injuries, no damage to property or equipment	L

The risk is calculated by multiplying the severity of the injury and the likelihood of accident circumstances.

Risk Matrix ***(L x S = R)***				
Severity	***H***	*H*	*H*	*H*
	M	*M*	*M*	*H*
	L	*L*	*M*	*H*
		L	***M***	***H***
	Likelihood			

The risk can be used to prioritise the actions required. This will depend on resources available and may have to be determined by Senior Management. A very high risk should result in changed priorities of resources if the task is required to continue.

10.0 CONTROL MEASURES

If the risks are adequately controlled then the precautions will meet the standards set by legal requirements, industry or represent good practice and the safe systems will be supported by written information, instruction, training and supervision. These measures must be written down or referred to in the Control Measures Column.

If this standard is not attained then control measures must be established using the following hierarchy of measures:

- Elimination
- Substitution
- Enclosure
- Guarding/Segregation
- Safe Systems of Work
- Written Procedures
- Training
- Supervision
- Personal Protective Equipment

You may find that a combination of these measures needs to be used, or that a number of options are available. Discussion with Senior Management should enable you to decide which method is most reasonably practicable.

11.0 OTHER ASSESSMENTS

Other regulations require an assessment to comply with these regulations. These include the following:

- Control of Asbestos at Work Regulations 1987 (As Amended)
- Control of Lead at Work Regulations 1980
- Control of Substances Hazardous to Health Regulations 1999
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Regulations 1992
- Personal Protective Equipment Regulations 1992
- Noise at Work Regulations 1989

These can be carried out using the same forms but must labelled accordingly

12.0 IMPLEMENTING THE ASSESSMENT.

To assist with recording the actions required to implement the assessments the Defect reporting and Corrective Actions Procedure must be used (MS/11).
Prioritise the actions; document what needs to be done and who is responsible for carrying out actions and a completion date.

13.0 REVIEWING THE ASSESSMENT.

When the assessment has been implemented you must check that it is effective. The assessment must be reviewed at least annually or when working practices change or as a result of a near miss, incident or accident. All reviews should be recorded by signing and dating the assessment form or by completing a new form. The index should also show the review has taken place.