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1. Why do I need to do

1.1 Risk Assessment
Health and Sa

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s 1999.

1.2 Every employ

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safety of his employees to which
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ber about Risk Assessments is
'stable and sufficient' with regards
k or location; the likelihood of
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1.4 Failure to ca
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Health and Sa
and Hygiene
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consequence

assessment could result in an
injured or property damaged. An
no harm was in fact caused.
introduced in February 2016 for
the Manslaughter and Food Safety
guidelines the size of any fines
of the incident, why it occurred,
our company. In the most serious
fines that would put the offender
deems that this is an acceptable
offence.

1.5 In addition, if
"consent, con
offences, they
even a prison
many reason
assessments

ctors of a company to be guilty of
connection with the most serious
the director an unlimited fine or
imum of 2 years. So there are
t suitable and sufficient risk

1.6 For businesse
For Interventio

ctor there is also the HSE's Fee
verage cost of £5000.

2. What are Hazards an

2.1 A **hazard** is
include article
working enviro

ential to cause harm (this can
machines, methods of work, the
s of work organisation);

2.2 A **risk** is the
realised. The

harm from that hazard being
end on:

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affected by the hazard, i.e. the
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2.3 So a **risk assessment** involves identifying the hazards present in any working situation, including those arising out of work activities, and evaluating the risks from these hazards, taking into account existing control measures and the likelihood of their effectiveness.

2.4 It should identify the hazards and how they impact on those affected. This involves making decisions on how to manage those hazards. Decisions are made in an informed, rational and sensible way so that the action taken is proportionate.

3. There are Five Steps to Risk Assessment

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3.1 Look for and identify the hazards.

3.2 Decide who might be harmed and how.

3.3 Evaluate the risks from the hazards and decide whether the existing control measures are sufficient or whether more should be done.

3.4 Record your findings and implement them.

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3.5 Review your assessment and update if needed.

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The Five Steps to Risk Assessment

| Risk Assessment Form | | | | RA Ref No: | | |
|--|--------------------|---------------------------|--|-------------------------|-------------------|---------------------------|
| Assessor | | Job Title | Assessment Date | Review Dates / Initials | | |
| Assessment task or location: | | | | | | |
| Persons at risk | Frequency | Details | Are any disabled? | | Comments | |
| Staff | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Contractors | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Visitors | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Gen. Public / Others | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Hz No. | Hazard description | How are persons affected? | Level of Risk | | Existing controls | Further controls / action |
| 1 | | | P | S | R | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| Probability (P) 5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely Severity (S) 5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible Risk (R) 0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls are in use. 16-25=high risk, stop operation & implement control measures | | | | | | |

1. Look for and identify the hazards;
2. Decide who might be harmed and how:
3. Evaluate the level of risk(s) arising from the hazards and decide whether existing precautions are adequate or more should be done;
4. Record your findings;
5. Review your assessment from time to time and revise it if necessary

If you look at the Risk Assessment form above, you will see the columns almost mirror the five steps.

4. The risk assessments in this folder are based around a 5 x 5 matrix:

4.1 Probability x Severity = Risk

| Probability | Severity |
|--------------------|--------------------------|
| 5 = Very likely | 5 = Fatal |
| 4 = Likely | 4 = Severe/life changing |
| 3 = Quite possible | 3 = Moderate |
| 2 = Possible | 2 = Slight |
| 1 = Unlikely | 1 = Negligible |

Probability

| | | | | |
|---|----|----|----|----|
| 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 |

Severity

Risk

| | |
|--------------------|-----------------------------------|
| 16-25= High risk | Stop, implement controls |
| 9-15 = Medium risk | Ensure adequate controls in place |
| 0-8 = Low risk | No action needed |

4.2 Below is a fully worked example of a site risk assessment showing you how to fill in your blank or semi worked template.

| Site Address | | | | | | | |
|---|---|---|--|--------------|-------------|--|--|
| Site Risk Assessment Form | | | | RA Ref No: | | | |
| Assessor | Job Title | Assessment Date | Review Dates / Initials | | | | |
| <<Name>> | <<e.g. Foreman>> | <<Date>> | <<Dates>> | <<Initials>> | | | |
| Assessment task: | | Bricklaying | | | | | |
| Persons at risk | Details | Frequency | Are any disabled? | Comments | | | |
| Contractors | <<e.g. all operatives>> | <<e.g. approx 8 hour/day>> | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Visitors | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Gen. Public / Others | <<e.g. anyone in the vicinity>> | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| Hz No. | Hazard description | How are persons affected? | Level of Risk | | | Existing controls | Further controls / action |
| | | | P | S | R | | |
| 1 | Manual handling issues, strains | e.g. Repeatedly bending or twisting picking up and laying bricks or blocks will cause musculo-skeletal injuries to the lower back. Handling of concrete blocks can cause damage to the elbows | <<e.g. 4>> | <<e.g. 3>> | <<e.g. 12>> | <<e.g. Operatives have attended Manual Handling course>> | << eg Lightweight blocks to be used if possible>> |
| 2 | Cuts and abrasions, crush or pinch injuries | e.g. Trapping the fingers between bricks or blocks can cause pinch injuries, handling bricks or blocks will cause sores to the pads of the fingers | <<e.g. 4>> | <<e.g. 3>> | <<e.g. 12>> | <<e.g. all operatives to be given suitable gloves >> | <<eg toolbox talks to be given on manual handling and general safety>> |
| 3 | Falls from height | eg Falling from trestle platforms or scaffolding while working on upper levels will cause major injuries. | << eg 4 >> | << eg 4 >> | << eg 16 >> | << eg None >> | <<eg Operatives to attend work at height course. Site supervisor to assess the most appropriate platforms >> |
| 4 | Skin contact with cementitious materials, wet mortars etc splashing | e.g. Contact with cementitious materials will cause burns to unprotected skin on hands or fingers. Droplets of mortar will cause burns to the eyes | << eg 4 >> | << eg 4 >> | << eg 16 >> | << eg Operatives are given suitable gloves >> | <<eg Toolbox talk on eye protection or PPE to be given>> |
| Probability (P) | | 5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely | | | | | |
| Severity (S) | | 5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible | | | | | |
| Risk (R) | | 0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls are in use. 16-25=high risk, stop operation & implement control measures | | | | | |
| © Simply-docs – Site Risk Assessment Form | | | | | | | |

5. Look for and identify the hazards
 - 5.1 In the worked example we can see the hazards are listed as-
 - 5.1.1 Manual Handling; Cuts, abrasions, crush and pinch injuries; Falling from height; and Skin contact with materials that may burn.

6. Decide who might be harmed and how
 - 6.1 Those who may be affected by these hazards are the bricklayers and maybe the labourers or hod carriers, and possibly anyone who may be too close to the working area. Then in column 2 we list how they may be affected, in this case, it is the repeated bending and twisting, trapping fingers in-between blocks, falling from height and suffering skin burns from cement.

7. Evaluate the level of risk(s) arising from the hazards and decide whether the existing precautions are sufficient or whether more should be done.
 - 7.1 In the column marked 'Existing Controls' you will put whatever measures you already have in place. In this case there are some measures in place to manage the manual handling; the operatives have been given gloves to prevent burns and to minimise sores but there is nothing to prevent falling.
 - 7.2 Are these sufficient? Obviously not, so you would input the extra measures into the final column – Further Controls/Action.
 - 7.3 Here you would substitute heavy concrete blocks for lightweight ones if possible, ensure that all your staff have had suitable training covering manual handling and the dangers of cementitious materials. Finally the site supervisor would need to assess the most appropriate method of working above ground to prevent any falls.
 - 7.4 The important thing to remember is an acronym – SMART
 - 7.5 In health and safety terms this stands for:-
 - S** Specific
 - M** Manageable or measurable
 - A** Achievable
 - R** Relevant or Realistic
 - T** Time tabled/ time specific
 - 7.6 All the 'further controls' in the right hand column should meet the SMART requirements.

8. Review your assessment and revise it if needed.
 - 8.1 Finally, remember that carrying out a Risk Assessment is not a one off exercise. Work environments change, people's skill levels change - both up and down, machines and tools, and materials change.
 - 8.2 You should revisit your Risk Assessments regularly to make sure that you remain aware of the hazards in your workplace.