

S
A
M
P
L
E

1. Why do I need to do a Risk Assessment?
 - 1.1 Risk Assessment is required by Reg. 3 of the Management of Health and Safety at Work Regulations 1999.
 - 1.2 Every employer must carry out a suitable and sufficient assessment of:
 - 1.2.1 the risks to the health and safety of his employees to which they are or may be exposed at work; and
 - 1.2.2 the risks to the health and safety of persons not in his employment or under his control in connection with the conduct by him of his business.
 - 1.3 One of the important messages is that they must be 'suitable' to the nature of the hazards; the likelihood and repeatability of the risks; and be understandable.
 - 1.4 Failure to carry out a suitable and sufficient assessment could result in an accident occurring or injury to an employee or property damaged. An offence can be committed even if no harm was in fact caused. Tougher sentences were introduced in February 2016 for Health and Safety offences under the Health and Safety Act and Hygiene Regulations. The maximum fines levied will be increased to £50000 for the most serious offences and the size of the fines will be increased. In some cases the Court can order a company to be taken out of business if the consequences are deemed to be unacceptable.
 - 1.5 In addition, if a director gives 'consent, connivance or acquiescence' to an offence, they can be held liable for the offence even a prison sentence. So there are many reasons to ensure that suitable and sufficient risk assessments are carried out.
 - 1.6 For businesses with a turnover of more than £500000 a director there is also the HSE's Fee for Intervention which has an average cost of £5000.
2. What are Hazards and Risks?
 - 2.1 A **hazard** is a source or situation with the potential to cause harm (this can include articles, substances, machines, methods of work, the organisation of work organisation);
 - 2.2 A **risk** is the likelihood of harm from that hazard being realised. The likelihood of harm depends on:
 - 2.2.1 the likelihood of the hazard occurring;
 - 2.2.2 the potential severity of the harm, i.e. of any resultant injury or damage;
 - 2.2.3 the potential number of persons who may be affected by the hazard, i.e. the number of persons exposed.

S

2.3 So a **risk assessment** involves identifying the hazards present in any working situation, looking out of work activities, and evaluating the risks involved, taking into account existing control measures and their effectiveness.

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

3. There are Five Steps

A

3.1 Look for and identify

3.2 Decide who may be

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

3.5 Review your assessment if needed.

M

P

L

E

S A M P L E

The Five Steps to Risk Assessment

Risk Assessment Form					
Assessor		Job Title		Assessment Date	
Assessment task or location:					
Persons at risk	Frequency	Details	Are any disabled?		
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
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 work until controls are in place.					

© Simply-docs – Risk Assessment Form

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 how the five steps are reflected in the form. The five steps are listed on the right, and the form is divided into five sections corresponding to the five steps.

S

4. The risk assessments in the form are based on a 5 x 5 matrix:

4.1 Probability x Severity

Probability	Severity
5 = Very likely	5 = Fatal
4 = Likely	4 = Severe
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 action taken
0-8 = Low risk	No action required

4.2 Below is a fully worked example of a risk assessment showing you how to fill in your blank one

A

M

P

L

E

Assessor		Assessment Date		Review Dates / Initials	
<<Name>>		<<Date>>		<<Dates>> <<Initials>>	
Assessment task: Bricklaying		RA Ref No:			
Persons at risk		Disabled?			
Contractors <<e.g. all operatives>>		<input type="checkbox"/> No			
Visitors		<input type="checkbox"/> No			
Gen. Public / Others <<e.g. anyone in the vicinity>>		<input type="checkbox"/> No			
Hz No.	Hazard description	How are persons affected	Existing controls	Further controls / action	
1	Manual handling issues, strains	e.g. Repeatedly bending or twisting the back while picking up and laying bricks will cause musculo-skeletal injuries to the lower back. Handling of concrete blocks can cause damage to the elbows	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 injuries, handling bricks or blocks will cause sores to the pads of fingers	Operatives to be given suitable eye protection>>	<<eg toolbox talks to be given on manual handling and general safety>>	
3	Falls from height	e.g. Falling from trestle platform scaffolding while working on high levels will cause major injuries	Operatives to be given suitable eye protection>>	<<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	Operatives are given suitable eye protection>>	<<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		Risk (R) 0-8=low risk, no action required. 9-15=medium risk, stop operation & implement control measures			
Severity (S) 5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible					

S

5. Look for and identify the hazards

5.1 In the worked example the hazards are listed as-

5.1.1 Manual Handling, crush and pinch injuries; Falling from height

ards are listed as-

, crush and pinch injuries; Falling from height; Materials that may burn.

6. Decide who might be harmed

6.1 Those who may be harmed are the labourers or the bricklayers working in the working area. In this case, it is the risk of crushing, trapping fingers in-between blocks, falling from height

ards are the bricklayers and maybe anyone who may be too close to the working area. In this case, it is the risk of crushing, trapping fingers in-between blocks, falling from height and burns from cement.

7. Evaluate the level of risk (considering existing precautions are sufficient)

7.1 In the column marked 'Existing Precautions' you will put whatever measures you already have in place to manage the major risks. In this case, prevent burns and falling.

ards and decide whether the existing precautions are sufficient to be done.

7.2 Are these sufficient? You would input the extra measures into the final column.

ards you would input the extra measures into the final column.

7.3 Here you would consider, if possible, ensure that the handling and the construction would need to assess the risk to prevent any falls.

ards concrete blocks for lightweight ones if possible, and suitable training covering manual handling of materials. Finally the site supervisor would need to assess the method of working above ground.

7.4 The important thing is to use the acronym – SMART

ards acronym – SMART

7.5 In health and safety terms

- S** Specific
- M** Manageable or measurable
- A** Achievable
- R** Relevant or Realistic
- T** Time tabled/ time limited

7.6 All the 'further controls' column should meet the SMART requirements.

ards column should meet the SMART requirements.

8. Review your assessment

8.1 Finally, remember that Risk Assessment is not a one off exercise. Work environments and down, machinery and materials change.

ards Risk Assessment is not a one off exercise. Work environments and down, machinery and materials change.

8.2 You should revisit your assessment regularly to make sure that you remain aware of the risks that may change.

ards You should revisit your assessment regularly to make sure that you remain aware of the risks that may change.

A

M

P

L

E