RISK ASSESSMENT

THE
FIVE STEPS

Risk Assessment Objectives

- Introduce the development of Risk Assessments within H&S Legislation.
- Increase awareness of hazards at work.
- Increase awareness of how to control work hazards

Responsibility

- Assessors
- Safety Management Manual holder
- Line Manager
- Service Manager
- General Manager
- Division

Key Legislation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992 as amended
- Manual handling operations regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Workplace Health, Safety & Welfare Regulations 1992
- Control of Substances hazardous to health 2002

Risk Assessment: Objectives

- Develop an understanding of what can be assessed
- Develop the ability to quantify/qualify risk.

FIVE STEPS

- Step 1. Identify the hazards
- Step 2. Decide who might be harmed and how
- Step 3. Evaluate the risks and decide on precautions
- Step 4. Record findings and implement.
- Step 5. Review assessment and update.
DEFINITION

- HAZARD. Something with the potential to cause harm.
- RISK. The realisation that someone will be harmed and how serious.
- RISK ASSESSMENT. Identifies and quantifies the hazards present indicating the measures required to eliminate or control the risks.

• Take remedial action when the control methods are insufficient to prevent harm

• It’s the action as a result of the risk assessment process that matters

VIDEO

• Risk Assessment Video 1

Risk Assessment: Step 1

What is there that could cause harm:
- Work activities
- Workplaces
- Specific activities (e.g. Dealing with people)
- Everyday activities

Risk Assessments: Step 1

- Physical
- Ergonomic
- Biological
- Chemical

NHS GGC Main Risks

- Manual Handling
- Violence
- Computer
- Slips / Trips
Risk Assessment: Step 1

- Chemicals
- Needlesticks
- Electricity
- Falls from height
- Noise
- Static Load handling
- Biohazards

Risk Assessment: Step 1

- Respiratory sensitisers
- Radiation
- Confined spaces
- Stress
- Contact Hot/Cold
- Machinery/Tools
- Vehicles
- Staff/Patients/Visitors
- Drugs

Risk Assessments: Step 1

- Substances (COSHH)
- Computers/Workstations (DSE)
- Loads incl. People (Manual Handling)
- Equipment (PUWER)
- Normal work activities (New/Expectant Mothers)
- Violence (MHSAW) Regs
- Fire (Fire Precautions (Workplace) Regs.)
- Ventilation (WHSW)

Risk Assessment: Step 2

- Who is likely to be affected
  - Staff
  - Patients
  - Visitors
  - Volunteers
  - Contractors
  - Neighbours/public
  - Service Quality (Image)
  - Organisation

'Reasonably practicable'

Cost
- Money, time & effort

Risk
- Injury & ill health

Risk Assessment: Step 3

- Acquired knowledge
- Professional standards/best practice
- Research studies
- Workplace inspections
- Discussions with staff
- Independent audits
- Specialised techniques
- Incident Forms
**Risk Matrix**

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Negligible</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Extremne</th>
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</thead>
<tbody>
<tr>
<td>Almost Certainty</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
<td>Very High</td>
</tr>
<tr>
<td>Likely</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
</tr>
<tr>
<td>Possible</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Rare</td>
<td>Low</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
</tr>
</tbody>
</table>

**Risk Assessment: Step 3**

After Quantifying the Risk (Risk Matrix)

How do we prioritise the risk?

- Low = (Monitor and review)
- Medium =
- High =

‘As low as reasonably practicable’

**Risk Assessment: Step 3**

- Elimination
- Reduction
- Substitution
- Enclosure
- Guarding
- Remove person
- Reduce contact
- Safe system of work

**Risk Assessment: Step 3**

- Supervision
- Information
- Instruction
- Training
- Signs
- Guidance/policies
- Protective equipment

**Risk Assessments: Information**

- should
  - be suitable and sufficient
  - identify control measures
  - ensure health surveillance is provided where warranted
  - information on risk is provided to employees

**Risk Assessments: Information**

- require that
  - management arrangements are in place
  - a competent advisor on H&S is employed
  - employees co-operate
Risk Assessment: Step 4

- Control Measures
  - Realistic
  - Sensible
  - Economic
  - Cost Effective

Risk Assessment: Step 5

- REVIEW
  - At least yearly or if there is new equipment
  - After introduction of additional controls
  - Following an accident/incident
  - After a complaint
  - A significant change in work practices
  - Changes of plant/equipment

Risk Assessment: Process Summary

- Do we need to do more (Can we do more)
- Make a record
- Monitor and review the assessment

Risk Assessment: Summary

- By assessing we can
  - Reduced incidents
  - Improved moral
  - Protect assets
  - Reduced costs
  - Improved performance
  - Improved quality of care
  - Comply with legislation
ANY QUESTIONS?

THANK YOU.