

RISK ASSESSMENT PROCEDURE

INTRODUCTION

Colvin Limited ('The Company') are required by the Management of Health and Safety at Work Regulations to carry out risk assessments for all activities. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling, Visual Display Screen Equipment etc. and where this has been carried out, for the activity in question, and then this obviates the need for a separate assessment. If there is perceived to be a 'medium', 'high risk' or 'intolerable risk' (as defined in the Risk Assessment Guidance) to staff, then a **written** assessment is required. The results of the assessment and subsequent control measures must be made known to the staff concerned.

Statement of Intent

The Company will continue to assess all activities and establish written risk assessments for those areas which indicate the presence of risk.

Assessments

Assessments will continue to be carried out using the Company Risk Assessment Form, or another agreed document as specified in the Risk Assessment Procedure, by those persons having control and immediate responsibility for the activity. The assessor will keep a record of the assessment and ensure that all staff are involved are aware of the requirements of the assessment.

Training

All staff who will continue to be required to carry out written risk assessments will be trained by our Health and Safety Partner for this purpose.

1. INTRODUCTION

The concept of risk assessment is not new, what is new is the emphasis on risk assessment in the management of health and safety. The Health and Safety at Work Act 1974 first brought the term risk assessment into focus by the use of the words: "So far as is reasonably practicable".

2. DEFINITIONS

- a) **Hazard** is the potential to cause harm that is inherent in an article, substance or activity.
- b) **Risk** is the likelihood that the hazard will cause harm in the actual
- c) Circumstances of use.

3. LEGISLATION

Risk assessments have been implicit under the Health and Safety at Work Act 1974 and explicit under regulations such as the Control of Substances Hazardous to Health (COSHH) Regulations and the Noise at Work Regulations made under this Act.

The Management of Health and Safety at Work Regulations requires a risk assessment to be carried out by employers to assess the risk to staff, students and others who may be affected by their undertaking, and to record the significant findings of the assessment and any group of employees as being especially at risk.

Where an assessment is made under other regulations such as the COSHH Regulations this will meet the requirements of the assessment required by the Management of Health and Safety at Work Regulations.

4. REQUIREMENTS OF RISK ASSESSMENTS

Risk assessments should identify the significant risks arising out of work. The level of detail in a risk assessment should be broadly proportionate to the risk, with the risk assessment undertaking the following:

- a) Ensuring that all relevant risks or hazards are addressed.
- b) Addressing what actually happens during activities.
- c) Ensuring that all groups of employees and others who might be affected are considered.
- d) Identifying groups of workers who might be particularly at risk e.g. young or inexperienced workers and disabled staff.
- e) Taking account of existing preventative or precautionary measures.

5. UNDERTAKING RISK ASSESSMENTS

The Hazard Effect must first be identified as Low, Medium or High using the following criteria:

6 HAZARD EFFECT

Low - Superficial wounds or temporary ill health

Medium - More serious wounds and ill health leading to permanent minor disability

High - Fatality, life threatening wounds and life shortening diseases

Next a judgement of the probability or likelihood of harm occurring must be made and categorised as Very Low, Low, Medium or High using the following criteria:

7 PROBABILITY

Very Low - So unlikely that probability is close to zero

Low - Unlikely though conceivable

Medium - Could occur several times

High - Occurs repeatedly and could be expected

8. RISK LEVEL

On determining the Hazard Effect and Probability, the Risk Level may be determined by cross referencing the hazard effect and probability on the following chart:

	HAZARD EFFECT		
PROBABILITY	LOW	MEDIUM	HIGH
Very Low	Trivial risk	Trivial risk	Low risk
Low	Trivial risk	Low risk	Medium risk
Medium	Low risk	Medium risk	High risk
High	Medium risk	High risk	Intolerable risk

Having determined the Risk Level, the action required to be taken using the following guidance is determined.

Trivial Risk

No action is required to deal with trivial risks and there is no requirement for a written risk assessment.

Low Risk

No further preventive action is necessary but consideration should be given to more cost effective solutions or improvements that impose no additional cost burden.

Monitoring is required to ensure that the controls are maintained, however, there is no requirement for a written risk assessment.

Medium Risk

Efforts should be made to reduce the risk but the cost of prevention should be carefully measured and limited. Risk reduction measures being influenced by the number of persons exposed to the hazard.

Where the moderate risk is associated with extremely harmful consequences, further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.

High Risk

Work should not be commenced until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress the problem should normally be remedied as soon as possible, taking into account the number exposed to the hazard.

Intolerable Risk

Work should not be started or continued until the risk level has been reduced. While the control measures selected should be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then work must not begin or must remain prohibited.

A written risk assessment is required for medium, high and intolerable risk activities.

9 RECORDING RISK ASSESSMENT

Having undertaken a risk assessment, unless the risk is trivial or low, it should be recorded in one of the following ways:

- a) On the Company Risk Assessment Record form
- b) On a specific health and safety risk assessment record form e.g. COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment
- c) Using a Permit to Work
- d) On an instruction or procedure document
- e) Any other appropriate and approved record.

The findings of the risk assessment should be made known to all staff and students affected by the activity assessed.