



GUIDELINES FOR COMPLETING A RISK ASSESSMENT

These are only guidelines, risk assessments should be carried out in line with the local authority regulations.

DEFINITIONS:-

HAZARD – **An activity where there is potential for harm to be caused.**

RISK – **The likelihood of harm being realised.**

1. Identify an activity, process or operation where there is potential for injury or damage. Consider whether it is essential for the activity to continue, i.e. without the hazard there is no risk.
2. Identify the hazards within the activity. i.e. using machinery, confined spaces, working at height, electricity, manual handling, lone working etc. Under normal circumstances everyday activities such as crossing the road or walking up/down stairs do not need to be considered.
3. Determine the risks involved and what type of incident is anticipated, considering who and how many people will be affected, i.e. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse, etc.
4. Estimate the risk level without the benefit of any control measures.
Risk = severity x likelihood

HIGH – certain or near certain that harm will result in serious injury/damage.
MEDIUM – harm will probably occur frequently with minor injury/damage.
LOW – it is unlikely that harm will be caused and the outcome would result in very minor injury/damage.
5. High and medium risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by: Guarding, Safety Procedures/Working Practices, Specialist Training, Mechanical Assistance, Contracting out, etc. Personnel Protective Equipment should only be considered, as the last resort, if the above controls cannot achieve a low risk level.
6. Re- assesses the risk level considering the effect of the control measures.
7. Some of the control measures may be suitable for immediate action to reduce the risk level, but in some cases further more permanent action may be required to achieve long term levels of low risk.

8. Where there is potential for the person's health to be affected health surveillance may be required. This should be recorded.
9. A procedure should be developed for the necessary action to take in the event of an emergency.
10. All assessments should be dated, recorded and reviewed periodically.

RISK ASSESSMENTS ARE INTENDED TO ACHIEVE A SAFE WORKING ENVIRONMENT WITH SAFE SYSTEMS OF WORK THAT WILL PROTECT EVERYONE CONNECTED WITH THE WORK