

Isle of Anglesey County Council

Risk Assessment Policy

Version 1.0 February 2016

About this policy

Ynys Mon County Council recognises its duty to provide a safe working environment under the terms of the Health and Safety at Work etc Act 1974. It is an implied requirement of the Act and subsequent health and safety legislation that a suitable and sufficient assessment of risk be carried out. This policy identifies the specific assessment requirements under the Management of Health and Safety at Work Regulations 2002 as amended (hereafter referred to as the Management Regulations) and related legislation

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
1.0	February 2015	Template Update
1.0	May 2017	No change
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Date of next review	
This policy will be reviewed in:	April 2021
The review will be undertaken by:	Corporate health and Safety Team

Contact Details:

Corporate Health and Safety Team (healthandsafety@anglesey.gov.uk)

We are happy to provide this policy in alternative formats on request. Please use the above contact details.

Mae'r ddogfen yma ar gael yn y
Gymraeg.

This document is available in Welsh.

Contents

1. Introduction

Ynys Mon County Council recognises its duty to provide a safe working environment under the terms of the Health and Safety at Work etc Act 1974. It is an implied requirement of the Act and subsequent health and safety legislation that a suitable and sufficient assessment of risk be carried out. This policy identifies the specific assessment requirements under the Management of Health and Safety at Work Regulations 2002 as amended (hereafter referred to as the Management Regulations) and related legislation.

Because of their wide-ranging nature, the duties under the Management Regulations may overlap with other regulations. Where there is such an overlap, compliance with the more specific regulation will normally be sufficient to comply with any corresponding duty in the Management Regulations e.g. The COSHH regulations require assessments to be carried out where there is a risk to health from exposure to substances. Such an assessment would not then need to be repeated for the purposes of the Management Regulations.

2. Duties Under the Regulations

Risk Assessments required by the Management Regulations, require assessments by employers, of the risks created by their undertaking, so as to identify the measures they need to have in place to comply with their duties under health and safety law.

Assessments need to be fairly wide ranging, all-embracing and comprehensive in coverage of places, activities and other sources of hazard. They require you to assess all significant risks in the workplace.

Whilst the Management Regulations require assessments to be carried out on any risks to which employees and others are exposed, other Regulations require specific assessments to be carried out eg :-

- Manual Handling Operation Regulations 1992 – require assessment where hazardous manual handling operations cannot be avoided;
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 as amended require assessment to be carried out on all substances used in the workplace/school;
- Provision and Use of Work Equipment Regulations 1999 (PUWER) require an assessment of all work equipment which may pose a risk to the health and safety of those who operate the equipment and others who may be affected by it.

Where one assessment has been carried out for a specific Regulation a further assessment is not required under the Management Regulations.

3. Preventive Measures in the Workplace

Risk assessment shall be regarded as an on-going process, and as such, subject to periodic review.

Department/ section risk assessors must ensure that when undertaking this process, they consult fully with all relevant parties, in particular those members of staff directly involved in the activities being assessed and employee representatives/ safety representatives as appropriate.

Where significant risks have been identified and additional measures are required to further minimise risks, action plans detailing the preventive and protective measures are required to progressively reduce or control risks within a given timescale, will be initiated and prioritised accordingly.

Significant findings of assessments must be recorded and communicated to all relevant employees as appropriate.

4. Conducting a Risk Assessment

When conducting a risk assessment a:-

Hazard is defined as something with the potential to cause harm to:

- People;
- The organisation (finance and reputation);
- The environment (pollution and inefficient use of resources).

Risk is the likelihood, high, medium or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

The risk assessment process involves analysis of the risk using the Authorities Scoring Matrix, which by mapping the likelihood (the probability or frequency of a consequence occurring) against the consequence (the outcome or impact) allows a value to be assigned to that risk. Scoring Matrix appears in the appendix (Appendix 1)

Assessment of risks needs to be based on the best available evidence and, where evidence is lacking, on the best available advice. This means that, via your line manager, you might have to seek appropriate and relevant technical help from others, Health & Safety Advisor for example.

Step 1: Identify the hazards

There are three main areas that need to be covered when identifying hazards:

1) Practice – look at the work activities and review any procedures/safe systems of work that are already in place. Identify what in the work activity could be reasonably expected to cause harm. Are any of the work activities carried out in unusual places such as at height or at night; does the activity involve repetitive motions etc.? Consult with those who are carrying out the work activity - they may have identified hazards that are not immediately obvious.

2) Equipment – as part of the work activity, consider what equipment or substances are used. Identify the potential/actual hazards associated with the equipment/substances as they are being used in the workplace. When in use does the equipment produce excessive noise/vibration; are there any emissions? Manufacturer's instructions or data sheets can also help to spot hazards.

3) Environment – are the conditions of the local environment satisfactory for the work activities being performed?

There are two main ways that hazard spotting can be completed. One is to analyse the various tasks undertaken by employees and another is to produce a list of relevant topics and conduct risk assessments for each topic.

A guide to some types of hazards appears in the appendix (Appendix 2)

Step 2: Decide who could be harmed and how they can be harmed.

Special consideration must be given to the following groups:-

- New and expectant mothers;
- Young people (under 18);
- Night workers;
- Lone workers;
- Workers with disabilities.

Additionally, you must consider anyone else who could potentially be affected by the activity or circumstances e.g.

- Visitors/members of the public;
- Contractors;
- Delivery personnel;

- Domestic staff;
- Pupils;
- Service users.

Accident statistics and ill-health records can also be helpful with hazard spotting and/or identifying particular groups of people at risk.

Once you have identified who is at risk, consider how they may be exposed to the relevant hazards that have been identified. Identify under what conditions exposure occurs e.g. routine or non-routine; deviation from normal exposure or an emergency situation such as spillage of hazardous substance.

Step 3: Evaluate the risks and decide on precautions (control measures)

The Authorities risk assessment form should be completed at this stage. A copy of the form is available to download electronically on the intranet Health and Safety pages on Monitor and appears in the appendix (Appendix 3).

You need to now consider the hazard(s) you have described with current controls in place by taking into account:

- What you feel is the likelihood of an incident occurring;
- What impact such an incident would have.

Section “How is the risk currently controlled” of the risk assessment form is for you to list any control measures that are already in place e.g.

- Specialist equipment;
- Safety signs and signals;
- Policies and procedures;
- Safe systems of work – including Permits to Work;
- Training, instruction and supervision;
- Health surveillance.

Having identified what controls are in place, the effectiveness of those controls needs to be considered when assessing the extent of the risk which remains i.e. if the existing measures control the risks identified totally or “so far as is reasonably practicable”.

N.B. “So far as is reasonably practicable” is a legal requirement that underpins almost all of the general duties under the Health and Safety at Work etc Act 1974. It allows a balance to be struck between the cost of the action proposed (in terms of money, time and inconvenience) and the degree of risk associated with the situation being considered.

If the existing measures are not adequate or there are no control measures then means of reducing the risk must be identified. Starting with all the extreme or high risks, the following sequence should be applied:

- **Eliminate** – can the risk be removed. Do we need to carry out this procedure? Can it be done in a different way that eliminates or reduces the risk?
Substitute – can a different product or way of doing the task, which is less hazardous, be used instead?
- **Contain/guard** – is there any way the hazard can be contained e.g. putting a noisy piece of equipment in an acoustic box. Do guards need to be introduced (physical, electronic or distance) e.g. fitting a hazardous piece of equipment with an electronic guard which will prevent the equipment working if the guard is compromised?
- **Remove employee from risk** – is it possible to segregate the employee from the hazard? E.g. have the hazard in one room and the employee operating the process from a panel in another room or by providing screens etc.
- **Reduce the employees exposure to the hazard** – This can be done by changing work methods and/or patterns e.g. reducing repetition, ensuring adequate rest breaks, increasing the number of workers, introducing job rotation
- **Utilise Personal Protective Equipment (PPE)** – this should always be considered as a last resort to control any residual risk that cannot be eliminated by any of the above methods. It will include the provision of facemasks, gloves, aprons, steel toe-capped shoes, hard hats etc.

Information, instruction, training and supervision should also be considered. Often good training and information will provide satisfactory control for minor risks but remember that levels of supervision should be reviewed where young/inexperienced people are employed or where staff turnover is high.

Once you have identified what control measures are needed to further reduce the risk to an acceptable level these should be recorded on the risk assessment form in Section “what action is required to further reduce the risk”.

Step 4: Record your findings and implement them

All risk assessments should be recorded on the Authorities risk assessment form, which appears in the appendix (Appendix 3), and the findings acted upon.

This means putting the results of your risk assessment into practice – which is what contributes to a safer, healthier workplace, reduced sickness absence and, ultimately, the delivery of organisational objectives.

If further actions are required then these should be recorded along with a realistic time scale for implementation relative to the level of risk.

Step 5: Review your assessment and update if necessary

Risks must be reviewed regularly. If further actions have been required then the review will help to establish whether the action has been taken and if so how much progress

has been made. If no further actions are required, then the risk assessment should be reviewed after 12 months, where there are only moderate or minor risks identified.

Few workplaces stay the same and if there are changes to ways of working and/or new equipment or substances introduced then risk assessments must also be reviewed at these times to ensure that any new hazards or changes to previous risks are identified.

Further Information

For further information contact the Corporate Health and Safety Team on 01248 752820.

Appendix 1

Rating the Risks

Numerical Approach:

Two phase to assessing your risk level.

Phase 1 - Initial Risk (IR)

IR is derived from your assessment of likelihood and severity.

Likelihood = Is it going to happen

Severity = If it does, how bad will the outcome be.

NB - IR is the risk level attained after implementing your existing control measures.

Phase 2 - Residual Risk (RR)

This is the risk level attained after determining if more can be done to reduce risk by implementing additional control measures. The calculation of Likelihood x Severity is also required to evaluate this.

Tabl Asesu Rhifyddol / Numerical assessment table

Probability (likelihood of the event)	
Will it happen	3
Could it happen	2
Unlikely to happen	1

Severity (the most likely result of the accident)	
Death or serious injury	3
Major injury/property damage	2
Minor injury/minor damage	1

Numerical Assessment Matrix

Severity	Likelihood			
	X	1	2	3
	1	1	2	3
	2	2	4	6
	3	3	6	9

Risk Level = Severity x Likelihood	
	Low = Action within 90 days
	Medium = Action within 30 days
	High = Immediate Action

Appendix 2

NB - This list is not designated to be exhaustive, there may be other hazards in your workplace not listed here and other types of harm associated with these hazards.

HAZARD CATEGORY	EXAMPLES OF TYPE OF HARM (Excludes property damage)
Slip, Trip, or Falls	Injury
Work at heights	Fall of persons or objects
Obstructions	Striking against, tripping over, blocking emergency escape routes
Stacking/Storage	Falling materials, back injuries, falls during retrieval
Temperature	Heat stress, sunburn, melanoma, hypothermia
Ventilation & humidity	'Sick building syndrome', nausea, tiredness, dry or itchy eyes
Manual handling	Back injury, musculoskeletal disorders, hernia, other injuries
Work with Display screen equipment (DSE)	Musculoskeletal disorders, eyestrain or soreness, headaches and blurred vision, fatigue, occupational stress
Repetitive movements	Musculoskeletal disorders
Fire and explosion	Burns, health effects of smoke inhalation, exposure to hazardous substances and toxic fumes, psychological trauma
Hazardous chemical substances Use, storage & disposal*	Acute and chronic health effects, allergies (sensitisation)
Biological agents*	Human and zoonotic diseases (infections passed via animals to humans), allergies (sensitisation), blood-borne viruses
Work experience/ Young persons	Various depending on work and level of inexperience or immaturity
Flammable substances*	Fire explosion, thermal runaway
Lone working	Injury, violence or verbal assault
Occupational stress	Anxiety, depression or other mental health problems. Stress-related physical symptoms, behaviour or illness
Violence or verbal assault	Injury, anxiety and stress, post-traumatic stress disorder
Work with animals	Injuries - Bite, sting, crushing, kicking etc. Ill health effects - zoonotic diseases, allergies
Mechanical (machinery)	Trapping by, impact or contact with moving parts (cutting, friction or abrasion), entanglement in rotating parts, injury from ejection
Vehicles & driving	Road traffic accidents - injuries to driver, passengers or third parties, fatigue, musculoskeletal disorders from poor driving posture
Electrical	Shock/burn/fire/explosion, ignition source
Large crowds	Crushing, persons trapped in the case of an emergency, heat exhaustion, fire
Handling food	Food poisoning, cross contamination
Contractors	Injuries and ill health to employees caused by contractor's work or to contractors' employees due to work in host premises
Work out-of-hours / lone working	Various depending on work, including inability to summon help in an emergency, possibly increased vulnerability to assault
Work outdoors	Sunburn, skin cancer, hypothermia, heat stroke, bites and stings, contact with poisonous plants, tetanus from soil, road traffic accidents
Field trips and field work	Various depending on activity on activity and location - including tropical diseases, risk of terrorist attack and hijacking in some areas
Work in public areas	Injuries and ill-health to public
Confined spaces	Asphyxiation, explosion, poisoning
Work over or near liquids, grain etc.	Fall into substances, drowning, poisoning, suffocation etc.
Pressure and stored energy	Release of energy - explosion, flying/falling materials
Thermal	Burns / fires / scalds / frostbite
Noise	Hearing loss, tinnitus, inability to hear fire alarms etc.
Vibration	Hand-Arm Vibration Syndrome, whole body effects

Non ionising radiation	Burns, possibly other health effects (not proven) e.g. mobile phones
Light (Also poor lighting can increase risk of contact with other hazards)	Eye strain, arc eye and cataracts

APPENDIX 3

Iechyd a Diogelwch Corfforaethol/ Corporate Health & Safety

ASESIAD RISG IECHYD A DIOGELWCH / HEALTH & SAFETY RISK ASSESSMENT

Tasg/ ardal i'w asesu/ Task/area to be assessed: pppppp											
Cyfadrn/ Directorate		Adran/ Department				Rhif adnabod yr asesiad risg/ Risk assessment ID no					
Swyddog Asesu/ Assessing Officer		Dyddiad/Date:	Dyddiad Adolygu/Review Date:			Lleoliad/ Location					
Peryglon Sylweddol/ Significant Hazards	Pwy sy'n gallu cael eu brifo a sut? Who might be harmed & how?	Sut mae'r risg yn cael ei reoli ar hyn o bryd? How is the risk currently controlled?	Lefel Risg Dechreuol/ Initial Risk Level			Pa gweithrediad sydd angen i lleihau y risg ymhellach? What action is required to further reduce the risk?	Lefelau risg gweddilliol ar ôl systemau rheolaeth? Residual risk level after controls?			Gweith- rediad gan Bwy/ Action By Whom	Dyddiad Terfyn/ Deadline
			Tebygolrwydd Likelihood	Llymder Severity	Lefel o Risg Risk Level		Tebygolrwydd Likelihood	Llymder Severity	Lefel o Risg Risk Level		

