

CORPORATE PROCEDURE

HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL

1 Aims of the procedure

The aims of this procedure will be to establish and maintain programmes for the on-going identification of hazards, the assessment of risk and the implementation of necessary control measures. It shall also ensure compliance to the Management of Health and Safety at Work Regulations as amended.

2 Responsibilities

2.1 Corporate Directors

Corporate Directors shall be responsible for ensuring that sufficient resources are available to ensure that risk assessments are completed and that the control measures are implemented.

2.2 Heads of Service

Heads of Service shall enforce this Corporate Procedure and will ensure that all sections of their service division, complete, monitor and review risk assessments. The Heads of Service will also ensure that sufficient resources are made available to complete risk assessments and that the control measures are implemented.

2.3 Governing Bodies of Schools Maintained by Education Authority

There is a shared overall responsibility for health, safety and welfare between the LEA, governing body and headteacher.

2.4 Managers/Team Leaders/Headteachers

2.4.1 Managers/Team Leaders/Headteacher's shall ensure that risk assessments of the work processes are completed, ensure that nominated risk assessors are adequately trained and allocated time in order to complete the assessment. The Managers/Team Leaders/Headteachers will ensure that the risk assessments are recorded, monitored and reviewed.

2.4.2 The Managers/Team Leaders/Headteachers shall ensure that the findings of the risk assessments are communicated to all staff within their section, and

ensure that they are adequately trained in the implementation of the control measures and procedures for completing tasks safely.

2.5 Employees

2.5.1 The employee where necessary is responsible for assisting in the risk assessment process, for attending training courses (during their normal working time) provided to enable them to understand risk assessment and in the implementation of the control measures.

2.5.2 This can be done by attending:-

- Team Briefing Sessions
- Tool Box talks
- Awareness Training Sessions
- Formal Training Courses.

3 Hazard identification

3.1 A hazard can be a source or situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the workplace environment, or a combination of these.

3.2 The purpose of the risk assessment process is to identify the hazards as detailed above, evaluate the potential severity and likelihood of harm, assess the adequacy of existing controls and recommend any additional risk reduction control measures.

4 Risk Assessment

4.1 Risk assessments shall be suitable and sufficient and should assess the risks to workers and any others who may be affected by the work or activity.

4.2 All risk assessors should have completed a risk assessment course, or have an associated qualification.

4.3 Risk assessments shall be undertaken prior to commencement of work activities.

4.4 Any training needs identified during the assessment shall be managed using the Corporate Procedure ([CP/20/01](#)).

4.5 Each risk assessment shall be recorded using the form [CF/04/02](#). The Corporate Risk Assessment shall contain the following information:

Activity	-	The work activity to be assessed
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Assessment Number	-	A unique number for each activity assessed
Persons affected	-	Persons undertaking or affected by the activity being assessed.
Hazard	-	Anything that has the potential to cause harm
Risk	-	Likelihood of harm occurring
Severity	-	The severity or outcome of exposure to the hazard
Likelihood	-	The likelihood of harm occurring
Risk Level	-	Potential severity X likelihood of harm
Control Measures in Place	-	Existing controls already in place to reduce the risk
Reassessment of activity hazards-		Once the evaluation of the risk has been completed, re-evaluate after the controls have been introduced
Date Completed	-	Completion date of risk assessment
Review Date	-	The date when the risk assessment was last reviewed

4.6 The severity and likelihood of harm for each hazard identified, shall be multiplied in order calculate the appropriate level of risk (See Table 1).

Table 1.

Key		Risk Level Table						
Likelihood	Severity	Severity of Injury	5	5Y	10R	15	20	25
1 very unlikely	1 nuisance		4	4	8	12	16	20
2 unlikely	2 minor		3	3	6G	9	12	15
3 likely	3 medical treatment		2	2	4	6Y	8	10Y
4 very likely	4 major		1	1	2	3	4	5G
5 certainty	5 fatal		0	1	2	3	4	5
				Likelihood of Injury				

 Low Risk

 Medium Risk

 High Risk

5 Risk Control

5.1 On completion of the risk assessment, the findings shall be discussed with the relevant personnel. Any changes required to the risk assessment shall be agreed by all parties involved. On acceptance of the assessment each section shall assume ownership and responsibility for the implementation of the relevant risk assessments and control measures.

5.2 Each section shall have master copies of the risk assessments for which they are responsible, these shall be made readily available to all those affected.

5.3 Each section shall be responsible for co-ordinating, up-dating and issuing revised copies when required.

5.4 Risk assessments shall be reviewed during working activities so that the practices being observed may be assessed directly. These reviews will take place on an annual basis or as a result of change in working practices, legislation or when an accident/incident has occurred.

5.5 New hazards stemming from engineering changes, new equipment and processes, or concerns raised shall be subject to a risk assessment.

5.6 Objectives and targets should be established, based on the findings of the risk assessments and shall be prioritised according to the allocated risk level.

6 Completing Risk Assessment Form [CF/04/02](#)

6.1 The corporate risk assessment form must be used in all cases (except Pregnancy, Handling and Moving of Service Users and DSE, there are specific proformas for these three topics).

6.2 The form is to be completed as follows :-

- a) Enter the name of the task or activity to be risk assessed in the “*Activity to be Assessed*” box
- b) Allocate to the assessment a unique number by which it can be identified and enter this number in the “*Assessment Number*” box.
- c) In the “*Persons undertaking or affected by the activity*” box place a tick into the relevant box for the type of person who will be affected.
- d) List the hazards that the task or activity presents into the “*hazards*” box.
- e) Evaluate the risk by using the matrix above.
- f) In the “*Control Measures Required*” box list the control measures that are to be taken that will reduce the risk of injury thus making the

activity safer. The list of controls should be included on the form in order of highest risk first.

- g) Once the controls have been identified, the risk level must be re-evaluated, so as to demonstrate that the risk level has been reduced to a safer working level.
- h) Once the risk assessment has been completed then the risk assessor must complete the *Name*, *Position*, *Signed* and *Date Completed* boxes.
- i) Once the risk assessment has been completed, a review date must be entered onto the form.