

Rhondda Cynon Taf Council

Risk Assessment

A Guide for Managers

March 2011

Risk Assessment

1.0 Introduction

- 1.1 Assessing risk is not new. We all assess risk in our daily lives, most obviously when we check for traffic before crossing the road. We are checking to see if it is safe to cross i.e. “assessing the risk”. In the workplace, assessing risk is a way of thinking about how your work activities may cause harm.
- 1.2 A risk assessment is an important step in protecting Council employees and others who may be affected by its activities e.g. visitors. It helps managers focus on the hazards and risks that really matter in the workplace – the ones with the potential to cause harm. In many instances, straight-forward measures can readily control **hazards** and **risks**, for example ensuring spillages are cleaned up promptly so people do not slip, or making sure dangerous parts of machinery are guarded thereby preventing serious injury.
- 1.3 A risk assessment is simply “***a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm***”.

A **hazard** is “something with the potential to cause harm”

The **risk** is the **chance or likelihood**, high or low that somebody could be harmed by the hazard along with an indication of how **serious or severe** the harm could be.

2.0 Legal requirement

- 2.1 The Management of Health and Safety at Work Regulations 1999, require the Council to make a suitable and sufficient assessment of the risks presented by work activities to the health and safety of its employees and other persons. The aim of the assessment is to identify the measures needed to comply with legislation and to implement controls in order to minimise the risk.
- 2.2 Since the implementation of the regulations, risk assessment has become the foundation upon which health and safety management is built. The success of controlling workplace hazards will therefore depend on the accuracy and thoroughness of the risk assessment.
- 2.3 This guide describes one method that can be used for identifying and suitably addressing the potential **hazards and risks** to the health and safety of employees and any other person who may be affected by the Council’s activities.

3.0 Responsibilities

- 3.1 Ultimate responsibility for the implementation and effectiveness of the risk assessment process rests with the relevant Group Director.
- 3.2 The responsibility for the practical undertaking of risk assessments rests with managers and supervisory staff. Record retention of each assessment is the responsibility of the manager/officer carrying out the assessment.
- 3.3 Senior managers are responsible for regularly monitoring the risk assessment process in areas under their control to ensure hazards are identified, assessments of the risk are appropriate and suitable control measures implemented.

4.0 Procedure

- 4.1 Before starting, you will need to determine the most appropriate personnel to be involved. It is likely that those managers and employees who have direct responsibility for service provision or undertake the activity will be the most appropriate people to be involved. It is likely these people will know more than an outsider about the way the work activity is **actually** carried out.
- 4.2 Therefore, the undertaking of risk assessments wherever possible, should be a team exercise involving different levels of personnel as this will achieve the best results by ensuring that all aspects of the work activity are considered. It will also help reinforce the feeling of ownership by those involved.
- 4.3 On the occasions that specialised knowledge is required of particular activities, relevant persons should be called upon to assist in the process of assessing risks e.g. safety officer, technical staff.
- 4.4 The following list of documents will be used throughout the risk assessment process:

| | |
|-------|-------------------------------|
| RA/01 | Schedule of Work Activities |
| RA/02 | Hazard Identification Form |
| RA/03 | Risk Assessment Form |
| RA/04 | Risk Assessment - Action Plan |
| RA/05 | Risk Assessment Summary Sheet |

Risk Assessment - Step 1 & 2

Step 1 – Schedule of Work Activities RA/01

The first step is to identify all the activities that you or your team undertake. This step **does not** require you to undertake a detailed assessment but just to **list** the activities on the **Schedule of Work Activities Form RA/01**.

[illegible]

Step 2 – Hazard Identification

Form RA/02

The second step is to identify those activities from the **RA/01** that may require further analysis. These activities must be brought forward from the **RA/01** (in priority order according to their potential to cause harm) to the **Hazard Identification Form RA/02** to enable all potential hazards to be identified for each individual activity.

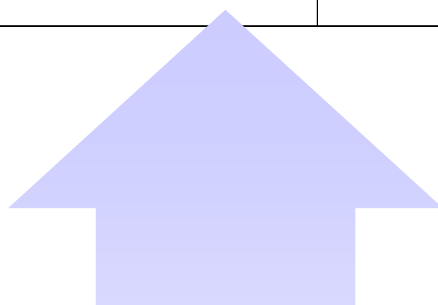
Using the **RA/02**, hazards will be assessed for the likelihood of them occurring including the possible degree of harm that could result. Hazards which are unlikely to occur and are considered to pose a low degree of harm will remain on the form at this stage in order to show that they have been considered but do not warrant any further action in the circumstances.

[illegible]

| Key to risk factor | Risk Factor |
|---|-------------|
| Likely to occur x High degree of harm | H |
| Unlikely to occur x High degree of harm | M |
| Likely to occur x Medium degree of harm | M |
| Unlikely to occur x Medium degree of harm | M |
| Likely to occur x Low degree of harm | L |
| Unlikely to occur x Low degree of harm (insignificant/trivial) | L |

Risk Assessment - Step 3

| RA Ref: | | Rhondda Cynon Taf Council Work Activity Risk Assessment | | | | Form RA/03 | |
|------------------------|--|--|---|--|--------------------------|-------------------------|----|
| Assessment Date | | Work Activity being assessed: | | | | Assessors: | |
| Review Date | | | | | | | |
| Item No. | Main Hazards (something with the potential to cause harm) | Risk [H,M,L] | Reason (Explain the reasons why you have decided on either a H,M,L risk rating in the previous column. Include the person(s) at risk and the seriousness of the injuries they may sustain) | Current Control Measures (What are you doing already to control the hazard and risk? These controls must be in place and working effectively) | Residual Risk [H,M,L] | Further Action Required | |
| | | | | | | Yes | No |
| | | | | | | | |

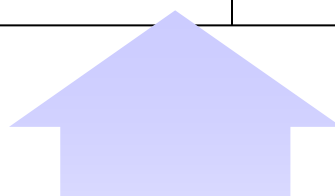


Step 3 – Risk Assessment Form RA/03

The third step is to take forward to the **Risk Assessment Form RA/03** those hazards that are likely to cause harm. Here you will analyse them to consider the associated risks and determine if existing or current control measures are adequate. It is at this stage that you may need to research and determine the relevant safety guidance and industry standards as they apply to the activity. This will help you determine if further controls are required and if you are complying with best practice and/or legal requirements. Where it is determined that it is unsafe to proceed with the activity (taking into account the existing or current control measures) then the activity should be stopped until further controls are identified and implemented using the **Risk Assessment Action Plan - RA/04**. (Note - Where the activity is high risk or complex then it is likely that further more detailed control measures will be required and could include the development of a formalised Safe Method of Work.

Risk Assessment - Step 4

| | | | | | | |
|----------------------------|---------------------|--|-----------------------|-----------------------------------|-------------------|-----------------------|
| RA Ref: | | Rhondda Cynon Taf Council Action Plan | | | Form RA/04 | |
| Responsible Person: | | | Work Activity: | | Date: | |
| Designation: | | | | | | |
| Item No. | Main Hazards | Action Required | | Date Action to be taken by | By Whom | Date Completed |
| | | | | | | |



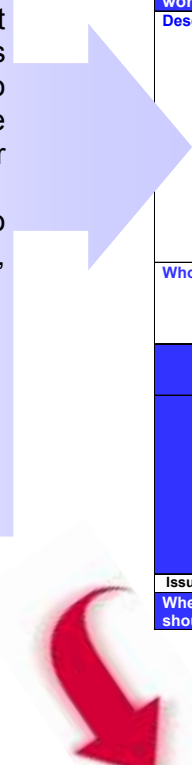
Step 4 – Risk Assessment – Action Plan RA/04

The **RA/04** will be used to indicate what further action is required to reduce the risk to an acceptable level. You will also include the timescales and names and designations of those responsible for the actions.

Risk Assessment - Step 5

Step 5 – Risk Assessment Summary Sheet – RA/05

Following the completion of the RA/03 and/or RA/04 the **Risk Assessment Summary (RA/05)** can be used to inform staff of the findings of the risk assessment and the relevant control measures to be adopted. You may use this to provide information stating the minimum safety requirements for the activity, including any additional precautions taking into account specific local conditions, working practices etc.



| RISK ASSESSMENT SUMMARY (A closer look at the more hazardous areas of concern) | | Form RA/05 | |
|--|----------------|--------------------------|--|
| Ref. No. | Work activity: | | |
| Service area: | | Section: | |
| Assessor/s: | | Date of risk assessment: | |
| Description of work activity: | | | |
| Description of main hazards and harm | | Current Control Measures | |
| | | | |
| Who could be harmed? | | | |
| | | | |
| Additional control measures for this work activity | | | |
| | | | |
| Issue No. | | Date: | |
| Where the activity is complex in nature, or requires further understanding, managers should consider developing a Safe Method of Work to support this Risk Assessment. | | | |

Step 6 – Recording

A file of risk assessments and associated risk assessment summary sheets must be retained and regularly reviewed and updated where required.

Step 7 – Review of the risk assessment

There are few workplaces or activities that stay the same. Sooner or later, you will bring in new equipment, substances, and procedures that could lead to new hazards. It makes sense to review what you are doing on a regular basis. You should review your risk assessment:

- After an accident, incident or significant near miss;
- After any significant changes have been made, e.g. change of staff, new working method or equipment; At least annually.

Risk Assessment

Example Forms

[illegible]

Form RA/02

Work Activity: Use of petrol strimmer

[illegible]

| Key to risk factor | Risk Factor |
|---|-------------|
| Likely to occur x High degree of harm | H |
| Unlikely to occur x High degree of harm | M |
| Likely to occur x Medium degree of harm | M |
| Unlikely to occur x Medium degree of harm | M |
| Likely to occur x Low degree of harm | L |
| Unlikely to occur x Low degree of harm (insignificant/trivial) | L |

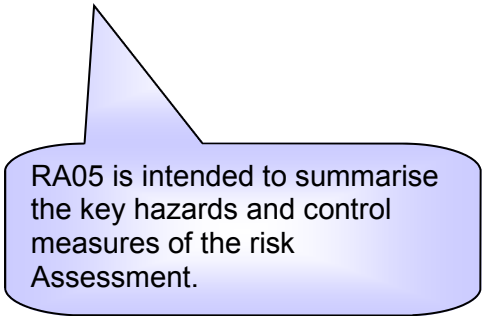
| Rhondda Cynon Taf Council Work Activity Risk Assessment | | | | Form RA/03 | | |
|--|--|--|---|---|--------------------------|-----------------------------------|
| RA Ref: RC/01 | | Work Activity being assessed: Use of petrol strimmer | | Assessors: Residential Care Manager, Gardner. | | |
| Assessment Date | | 20.03.11 | | | | |
| Review Date | | 20.03.12 | | | | |
| Item No. | Main Hazards (something with the potential to cause harm) | Risk [H,M,L] | Reason (Explain the reasons why you have decided on either a H,M,L risk rating in the previous column. Include the person(s) at risk and the seriousness of the injuries they may sustain) | Current Control Measures (What are you doing already to control the hazard and risk? These controls must be in place and working effectively) | Residual Risk [H,M,L] | Further Action Required Yes No |
| 01 | Contact with machinery/cutting cord | M | Operative may come into contact with machinery, cutting cord during strimming activities causing wounds/lacerations. Members of public also at risk when cutting grass in public areas. | <ul style="list-style-type: none"> Strimmers fitted with guards Operatives trained in safe operation Safe operating distance observed when using strimmer | L | ✓ |
| 02 | Ejection of debris from machinery | H | Strimming grassed area may throw up debris such as glass, stones which may be ejected at high speed. Causing injury to operative, team members and public. | <ul style="list-style-type: none"> Strimmers fitted with guards Minimum 15m safe operating distance observed Operatives wear appropriate Personal Protective Equipment | M | ✓ |

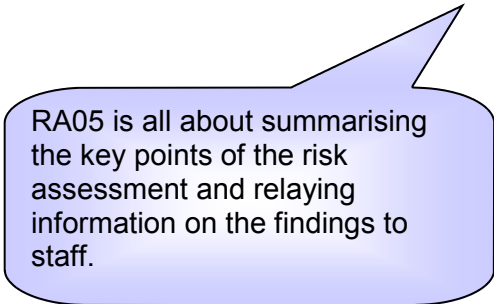
Risk is the chance (high, medium, low) that someone will be harmed by the Hazard.

The 'residual risk' is the level of risk remaining after the current control measures have been taken into account.

| | | | | | |
|----------------------------|-----------------------------------|--|-----------------------------------|-------------------------|-----------------------|
| RA Ref: RC/01 | | Rhondda Cynon Taf Council Action Plan | | Form RA/04 | |
| Responsible Person: | | Janice Bloggs | | Date: 20.03.11 | |
| Designation: | | Residential Care Manager | | | |
| Item No. | Main Hazards | Action Required | Date Action to be taken by | By Whom | Date Completed |
| 02 | Ejection of debris from machinery | Operatives further instructed to inspect work area prior to strimmin and remove obvious pices of debris such as glass and stones. RA/05 revised – recirculate to all Gardher/Handyman. | 25.04.11 | Direct Services Manager | 20.04.11 |

If you have identified that further action is required in your risk assessment (RA03), then use this form to detail the action.

| RISK ASSESSMENT SUMMARY (A closer look at the more hazardous areas of concern) | | | Form RA/05 |
|---|--|--|------------------|
| Ref. No. RC/01 | Work activity: Use of petrol strimmer | | |
| Service area: | Community Care | Section: | Residential Care |
| Assessor/s: | Residential Care Manager | Date of risk assessment: | 23.03.11 |
| Description of work activity: | Use of petrol strimmer in the grounds of Residential Homes | | |
| Description of main hazards and harm <ol style="list-style-type: none"> Contact with cutting machinery Ejection of debris from strimmer | | Current Control Measures <ol style="list-style-type: none"> Operatives trained in the safe use of the strimmer All strimmers fitted with appropriate guards Safe operating distance observed | |
| Who could be harmed? <ol style="list-style-type: none"> Operatives using strimmer Colleagues in close proximity Members of public in vicinity | |  | |
| Additional control measures for this work activity | | | |
| | | | |
| Issue No. | | Date: | |
| Where the activity is complex in nature, or requires further understanding, managers should consider developing a Safe Method of Work to support this Risk Assessment. | | | |



RA05 is all about summarising the key points of the risk assessment and relaying information on the findings to staff.