

HEALTH & SAFETY NOTICE



HSN-36 ISSUE 02 JANUARY 2002

Risk Assessment

CONTENTS

Introduction	Page 36.2
Responsibilities	Page 36.2
Assessments	Page 36.3
Training and Information	Page 36.4
Appendix 1. Risk Assessment Record Sheet (Qualitative)	Page 36.5
Appendix 2. Risk Assessment Record Sheet (Quantitative)	Page 36.6

Risk Assessment

INTRODUCTION

1. This Health and Safety Notice must be read and understood by all employees of Vacman Cleaning Ltd. Where appropriate, it must also be brought to the attention of Contractors working for the company.
2. Under the Management of Health & Safety at Work Regulations 1999, employers must undertake a suitable and sufficient risk assessment of:
 - 2.1 the risks to the health & safety of employees to which they are exposed while at work;
 - 2.2 the risks to the health & safety of persons not in the company employment arising out of or connection with the undertaking.
3. Risk Assessment is a key element in the process of successful health & safety management. It requires Line Managers and Supervisors to be proactive and actually identify risks and, more importantly, do something about them. It is a far more efficient and cost effective method of dealing with health & safety problems than merely responding to incidents as and when they occur. Risk Assessment can identify weakness and, when put into action, lead to a safer, healthier and more productive work force. It should be remembered that Vacman view safety not in terms of how much it costs but in how much it saves.

RESPONSIBILITIES

4. Risk Assessments must be undertaken on a local basis by Supervisors or by suitably trained and competent person(s). In more complex situations the advice and assistance of specialist competent persons may be needed see (Appendix 1). Management must ensure that the significant findings of an assessment are recorded. Any particular group at risk must also be identified. Examples of special groups at risk may be young persons, trainees, or employees with disabilities. There may be a particular risk that places certain groups at greater risk, e.g. lone workers, pregnant ladies (including those who have recently given birth and are breast feeding) and children/young persons on work experience (HSN-13 The Safety of Visitors).
5. Risk Assessments are not new, assessments have been in force in the past where employees are exposed to noise, (Noise at Work Regulations) or Hazardous substances (COSHH). Similarly, new requirements apply for all activities involving Manual Handling Operations Regulations 1992 and Display Screen Equipment Regulations 1992, both of which will require assessments to be carried out and recorded. There is no need to repeat risk assessments if valid assessments have been carried out, and appropriate action taken, under specific regulations.

ASSESSMENTS

6. No employee of Vacman may carry on any work liable to expose staff or others to risks hazardous to their health unless a suitable and sufficient risk assessment of the risks created by that work, and of the steps needed to comply with specific regulations have been carried out.

6.1 Assessors need to appreciate the difference between hazard and risk:

Hazard is the potential to cause harm and is present in every work activity.
Risk is the likelihood of that potential being realised, and so the extent of the risk will be dependent on a variety of factors. There are five steps to Risk Assessment:

- 6.11 look for the hazards;
- 6.12 decide who might be harmed and how;
- 6.13 evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done;
- 6.14 record your findings;
- 6.15 review your assessment and revise if necessary.

6.2 The Risk Assessment process needs to be tackled in a systematic, logical manner using an appropriate proforma (Appendix 2), and by a competent person(s) who is familiar with the activity being assessed.

7. There is a need to determine the risk level achieved as a result of the assessment in order to determine whether any additional measures are necessary. This can be done by either:

- 7.1 by giving it an overall rating of high, medium or low.
- 7.2 simple quantitative assessment techniques (multiplying the effects of a hazard by the likelihood of its occurrence);

If existing preventative measures do not reduce the risks to a low level, then consideration must be given to additional preventative measures.

8. In deciding on preventative measures, the Managers must apply the following principles:

- 8.1 wherever possible avoid the risk altogether;

- 8.2 combat the risks at source, e.g. if the steps are slippery, rather than install an additional handrail, treat with a non-slip surface. If floors are slippery through spills, examine the cause of the spills rather than treat the floor;
- 8.2 whenever possible, adapt work to the individual;
- 8.3 have adequate procedural controls in place;
- 8.4 take advantage of technological and technical progress;
- 8.5 ensure that adequate information, instruction, training and supervision exists;
- 8.6 Review risk assessments annually and/or if work activity changes.

TRAINING AND INFORMATION

- 9. Specific training will be provided for appointed staff. This will enable them to carry out effective risk assessments.
- 10. Risk assessments will be made available to any members of staff, or others who are entitled to see them. If further information is required reference can be made to the specialist competent persons (Appendix 1).

Approved by:



.....
Managing Director

Date:...../...../.....

Vacman - HSN-36: APPENDIX 1
SAMPLE RISK ASSESSMENT RECORD

A.	Activity/Process/Operation
----	----------------------------

B.	What are the Health & Safety Hazards?
----	---------------------------------------

C.	What risks do they pose and to whom?	Estimate Risk Level H/M/L* (see point 3)
----	--------------------------------------	--

D.	What measures have been taken to reduce the risks (See Checkpoints - 1,4,5,6,7,8,9,10 & 11)	Level Achieved H/M/L
----	---	-------------------------

E.	What further action is needed to reduce the risk (state action/specify dates)
----	---

Name of Assessor.....Signed by.....(12,13&14)

Job Title.....

Date.....Date.....

CHECKPOINTS

- | | |
|--|--|
| 1. Has <u>all health and safety information</u> <u>been obtained?</u>
2. Consider the <u>number of persons exposed.</u>
3. Estimate initial risk level - <u>high, medium or low*</u> .
4. Consider if <u>elimination</u> or <u>safer substitution</u> could be achieved.
5. Consider all necessary <u>control measures</u> | 7. Have <u>emergency action plans</u> been considered?
8. Have employees (and other persons) been <u>adequately trained/instructed and informed?</u>
9. Has <u>adequate supervision</u> been provided?
10. Consider if <u>personal protective equipment</u> is required.
11. Is <u>health surveillance</u> required?
12. What arrangements have been made for <u>monitoring</u> the assessment? |
|--|--|

- | | | | |
|----|--|-----------|--|
| 6. | including <u>procedural</u> and <u>technical</u> controls.
Are the above <u>controls</u> to the <u>required</u>
<u>standard and regularly maintained</u> ? | 13.
14 | How often is the assessment <u>reviewed</u> ?
Has the assessment been drawn to the employee's
<u>attention</u> ? |
|----|--|-----------|--|

Vacman - HSN-36: APPENDIX 2 **RISK ASSESSMENT RECORD**

CONSEQUENCE **(Severity)**

5	MAJOR	Causing death to one or more persons. Major damage to buildings.
4	HIGH	Causing permanent disability, (eg loss of limb, hearing). Major damage to a single building.
3	MEDIUM	Causing temporary disability, (eg fractures) Damage to part of a building (eg floor, rooms).
2	LOW	Causing significant injuries, (eg sprains, bruises and lacerations). Damage to structure of building.
1	MINOR	Causing minor injuries, (eg cuts, scratches). Minor damage to decoration, (eg paint work)

LIKELIHOOD

5	ALMOST CERTAIN	If the work continues as it is, there is a 100% certainty that an accident will happen (eg broken rung on a ladder, live exposed electrical conductor).
4	HIGH	The effects of humans or other factors could cause an accident but is unlikely without this additional factor, (eg ladder not secured properly, oil spilled on floor).
3	MEDIUM	The accident may happen if additional factors precipitate it, but is unlikely to happen without them, (eg leaving a vehicle with the engine running, obstructing fire exits).
2	LOW	If other factors were present the incident or illness might occur but the likelihood is low and the risk minimal.
1	IMPROBABLE	There really is no risk present. Only under freak conditions could there be any likelihood of an

accident/illness. All precautions have been taken so far as is reasonably practicable. This should be the normal state of the workplace.