

HEALTH AND SAFETY RISK ASSESSMENTS

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Health and Safety Policy			

Amendment History

Issue	Status	Date	Reason for Change	Authorised

Please note:

If you require a copy of this procedure in an alternative format (for example Large Print, Easy Read) or would like any assistance in relation to the content of this policy, please contact the Human Resources (HR) team on 01803 656680.

1. Introduction

As part of the compliance with the Management of Health and Safety at Work Regulations 1999 the Trust must ensure that working environment and all of its work activities are suitably and sufficiently assessed in order to ensure adequate controls are implemented and applied with the ultimate aim of eliminating the risk to Staff, patients, contractors, visitors and others, .

Risk assessment is an integral part of managing Health and Safety (H&S) within the Trust.

This procedure identifies, instructs and advises all levels of management in carrying out suitable and sufficient H&S risk assessments.

Other specialist risk assessments such as The Control of Substances Hazardous to Health, Fire, Lone Working, and The Display Screen Equipment Risk Assessments are covered under separate procedures.

2. Responsibilities

The Trust H&S Policy sets out the responsibilities for the Chief Executive, Directors, Managers, Employees and Working Groups for all H&S policies, procedures and working guidelines, and has the same relevance to this policy.

2.1 The Trust

The Chief Executive has overall responsibility for ensuring the H&S of the employees in the Trust. This responsibility is co-ordinated through the H&S Committee and other sub-groups. It is the responsibility of these groups to take a lead on issues surrounding H&S, including implementation of policies, risk assessments, monitoring and reviewing.

2.2 Senior Managers including Associate Directors of Nursing, Divisional General Managers and Clinical Directors

- Ensure that this procedure is adopted in all areas under their control. They should also ensure that this process is cascaded to staff and that it is complied with.
- Ensure that that in order to meet the needs of the Trust sufficient staff are trained to carryout H&S risk assessments within their area of responsibility
- Ensure departmental managers are aware of this procedure and comply with its requirements
- Ensure that there are adequate processes in place to manage the control H&S within the departments/wards of the division

2.3 Line Managers

The responsibility for completing H&S risk assessments is a function and responsibility of Line Management, this task maybe delegated to a competent person or persons.

Line Management will ensure that that relevant information is given to those exposed to the hazards and associated risks whilst carrying out their duties.

2.4 Employee Responsibilities

Employees are responsible for:

- Co-operating with managers regarding the implementation of this procedure
- Correctly following the controls provide to reduce risk
- Take reasonable care of their own H&S and that of others who may be effected by their acts or omissions

3. Definitions

3.1 Risk Assessment

A careful examination of what could cause harm by identifying the hazards present in the working environment and work activities and evaluating the extent of the risk involved so that decisions can be made to ensure sufficient precautions are taken and implemented.

3.2 Hazard

Is something with the potential to cause harm (it includes chemicals, machinery, electricity, methods of working and the work environment).

3.3 Consequence

The effects and severity of the harm caused if the risk is realised.

3.4 Likelihood

The likelihood of a specific undesired event occurring (How often)

3.5 Severity

The magnitude of the physical effects arising from realisation of the hazard and the estimation of the severity of the harm caused to all those who may be affected. The severity is the most likely level of harm (how bad), arising if the hazard is realized.

3.6 Harm

Includes death, major injury, minor injury, additional treatment, damage to or loss of property.

3.7 Risk

The combination of the likelihood and the severity of the hazard being realised.

3.8 Risk Score/Rating

This is the calculation of the likelihood of occurrence x the severity of the risk, taking into account current controls.

3.9 Suitable and Sufficient

Suitable – proper, appropriate, fit. *Sufficient* – enough to meet a need or purpose, adequate. The assessment should identify the risks arising from or in connection with the work and the level of detail should be proportionate to the risk.

3.10 Competent Person

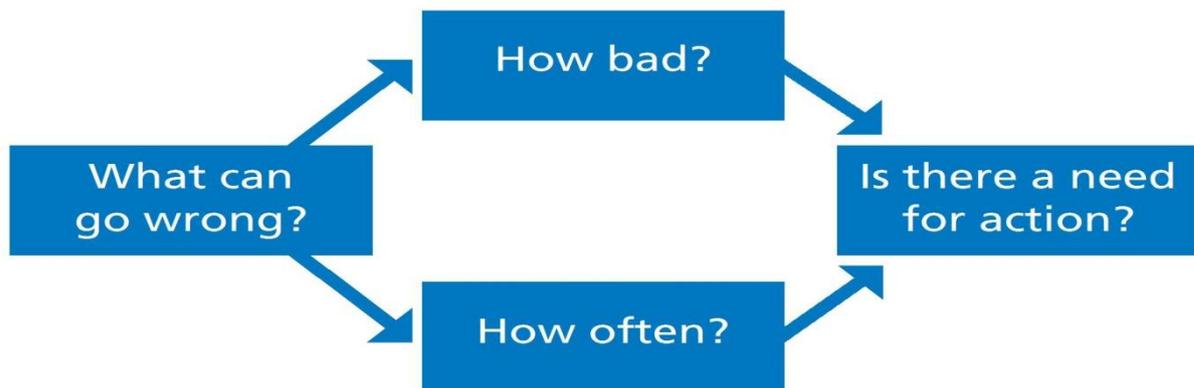
A person who has acquired through training, qualification or experience the knowledge and skills to carry out a full and proper risk assessment.

3.11 Reasonably Practicable

Generally, you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the safety benefit and level of risk.

4. Procedure

4.1 A risk assessment seeks to answer four simple, related questions:



4.2 Step 1 - Identify the Hazards

First you need to work out how people could be harmed, to help you:

- Use the checklist attached to this procedure to help you identify hazards
- Map or describe the activity to be assessed
- Walk around your workplace and consider what could cause harm
- Ask your colleagues what they think. They may be aware of things that are not obvious to you
- Talk to your Safety Representative they may be aware of hazards
- Check manufacturer's instructions or equipment you may have in your work area

- Consider Hazard Data Sheets for chemicals you use
- Have a look back over your incident forms and sickness absence records they often help identify hazards and trends
- Also consider long term hazards such as noise, chemicals, stress, etc as well
- Use the Health and Safety Inspection Checklist to help you identify hazards

4.3 Step 2 - Decide who might be harmed and how

For each hazard you must consider who might be harmed; this helps you identify the best way of managing the risk. Consider people by job title or group e.g. nurses, drivers, patients, maintenance staff, contractors, visitors and others who may not be present all the time.

4.4 Step 3 - Evaluate the Risks and Decide on Precautions

Having considered the hazards, you can then decide what to do about them. Consider the consequences of the harm caused if the risk is realised and probability of the both the likelihood and severity. The law requires you do everything 'reasonably practicable' to protect persons from harm.

First, consider what you are already doing; think about what controls you already have in place and how your work is organised. Compare this with good practice and see if there is more you should be doing to bring yourself up to standard.

Use the matrix below to evaluate the risk assuming the controls are in place.

When controlling risks use a hierarchy of control measures to reduce the risk:

- Elimination or avoidance - Get rid of the hazard altogether
- Substitute or reduce - Diluting or switching a chemical to a less hazardous one
- Separation and isolation - Prevent access to the hazard
- Control - Provide training, instruction and supervision and organise work to reduce exposure to the hazard
- Issue personal protective equipment (PPE), e.g. goggles, gloves, footwear

Use the checklist attached to this procedure to help you identify suitable control measures.

4.5 Step 4 - Record your Findings and Implement them

Having completed the risk assessment use the Trust H&S Risk Assessment Form TSF/S001 [Form](#) to record your findings. Remember it is putting the results of your risk assessment into practice that makes the difference.

When listing any further actions that are required remember to include timescales, person responsible and priorities, to tackle the most important things first.

The findings of the risk assessment must be communicated to the staff it relates to, use the risk assessment form to share the risk assessment results as this may help you divide the actions required to get other people to help you.

4.6 Step 5 - Review your Risk Assessment and update if necessary

Risk assessments must be fit for purpose and line managers must ensure that the risk assessment is relevant to the work activity. Therefore it is important to review your risk assessments whenever there is a change in the work process, environment, workplace, following an incident or change to legislation. Additionally risk assessments must be reviewed at regular intervals not exceeding 1 Year.

When you update or review your risk assessment remember to record the review details.

4.7 Matrix

The matrix below establishes the principle of identifying risk score/ratings for individual risks and hazards detailed within the risk assessment. The 5X5 matrix determines acceptable and unacceptable tolerances when undertaking an activity based risk assessment. Green is low risk. Amber is moderate risk. Red is high risk.

		Severity of Consequence				
		1	2	3	4	5
Likelihood of Occurrence		Minimal	Minor	Moderate	Major	Catastrophic
5	Almost Certain	5	10	15	20	25
4	Likely	4	8	12	16	20
3	Possible	3	6	9	12	15
2	Unlikely	2	4	6	8	10
1	Rare	1	2	3	4	5

4.8 Guidance on Likelihood of Occurrence Score

Likelihood Score	Description	Definition
1	Rare	May occur only in exceptional circumstances.
2	Unlikely	Could occur at some time.
3	Possible	Might occur at some time if other factors precipitate.
4	Likely	Will probably occur in most circumstances if the activity continues without control measures.
5	Almost Certain	If the activity continues it is almost certain that an incident will occur.

4.9 Guidance on Severity Score

Severity Score	Description	Definition
1	Minimal	No risk of harm/injury.
2	Minor	Could require first aid or extra observation/treatment. No lost time.
3	Moderate	Could result in lost time up to 7 working days or increased patient/service user stay. Referral to A&E.
4	Major	Could result in an incident that would be reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), require major clinical intervention or result in permanent incapacity/disability or an unexpected death.
5	Catastrophic	Could result in multiple deaths or out of control infection.

4.10 Possible Actions

Low risk (Green) – With a current risk score between 1 and 4 the activity should be monitored with any quick and easy measures implemented immediately and further action planned for when resources permit. This risk should be dealt with by the general manager of the location of the risk.

Moderate risk (Yellow) – With a current risk score of between 5 and 15 review safety measures. Inform, instruct and train staff. Introduce and implement new or a higher level of control measures as soon as possible to reduce the level of risk. This risk should be managed by the Directorate/Service Delivery Unit (SDU).

High risk (Red) – All activities where the current risk scores 15 – 25 (High/Red) the risk assessment **MUST** be re-evaluated, further controls such as changing the process/task/substance and issuing warnings/instructions must be implemented as soon as possible to reduce the level of risk and if it is considered necessary stop the activity.

4.11 Escalation of risks

There will be some risks that cannot be dealt with at the local level; these risks should be escalated to the Risk Officer as soon as it is clear that the risk cannot be controlled locally.

These will include:

- Any risk that cannot be managed within the Directorate, Division, SDU, Locality or Area
- Any risk where the necessary adjustments cannot be funded from within the Directorate, Division, SDU, Locality or Area's budgets
- Any risk that has a current risk score of 15 or more in accordance with the risk scoring matrix

These risks must be recorded on the risk register and should be managed by the Executive Team or Trust Board.

It is important to note that the escalation of a risk will not negate the responsibilities of the risk owner or their SDU/Section/Division/Directorate.

The risk scores are not intended to be precise mathematical measures of risk, but they are useful when prioritising control measures.

4.12 Examples of health and safety hazards

Machinery	Low/high temperature work environment
Dust	Manual handling objects
Bodily fluids	Manual handling patients
Biological agents (legionella, TB etc.)	Microwaves and radio frequencies

Obstructions	Noise
Breach of confidentiality	Pressure vessels
Compressed air	Sharp objects e.g. tools, needle sticks etc
Confined Spaces	Chemicals
Contact with hot objects/surfaces/substances	Sources of Stress
Lone working	Storage/stacking of goods
Electricity	Fumes
Asbestos	Violence and Aggression
Loading/unloading vehicles	Ultra violet light
Excessive hours/ unsocial hours	Access and egress
Falling objects	Flammable gas cylinders
Fall from height	Vehicles
Fire	Weather (rain, snow, ice, wind, temp.)
Slip and trips	Vibration (body or hand, finger)
Radiation	Patients

4.13 Examples of Control measures

Eliminate activity	Improved security
Eliminate/ substitute substance/materials	Training
Agreed procedure for activity	Personal Protective Equipment
Change way activity is carried out	Barrier area
Machine guarding	Safety signage
Permit to work	Health surveillance
Method statements	Improved housekeeping reduce clutter
Provide suitable plant/tools/equipment	Improved communications
Plant/tool maintenance	Debrief following activity
Specific information	Specialist advice/ support
Perform under supervision only	Housekeeping improvement
Fall protection	Fire precautions
Standard Operating Procedures	Safe systems of Work

5. References

The following references and further reading are applicable to this document:

- The Management of the Health and Safety at Work Regulations 1999

- Good practice and pitfalls in risk assessment - HSE RESEARCH REPORT 151

6. Appendices

Appendix 1 - Example copy of H&S Risk Assessment Form TSF/S001 (Separate Document).

