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# Procedure for undertaking Health and Safety Risk Assessments

## **1. Introduction**

The Management of Health and Safety at Work Regulations require employers to carry out risk assessments of their work activities to identify significant hazards that could harm either their employees or others affected by the activity, in order to decide what needs to be done to eliminate, reduce or manage the risk. Other health and safety legislation also require risk assessments to be undertaken.

Workplace group delegates the task of undertaking risk assessments and implementing control measures to the Operational Development team. This procedure is intended to assist any member of staff charged with the task of undertaking risk assessments.

## **2. Guidance on completing risk assessments**

The Operational Development team concluded that it would be sensible to prescribe a single format for recording all risk assessments this section of the procedure sets out the key elements that must be addressed in any risk assessment.

Key elements that must be included in all risk assessment include:

### **2.1. What activities the risk assessment covers?**

A brief description should be provided so it is clear what activities or events are covered by the risk assessment e.g. replacing light fittings, holding a widening participation event etc. Risk assessments for projects should identify the date, time and location for the project by using the Project based RAMS document.

### **2.2. Identify any hazards arising from the activity.**

This means identifying those aspects of an activity that have the potential to cause harm to staff, visitors, contractors or anyone else who could be affected by the activity. Consideration must be given to ensuring all significant hazards are identified.

### **2.3. Assessing the risk of someone being harmed.**

The risk assessment must assess the risk – the risk is the likelihood of the harm occurring, and the severity of the injury likely to be sustained.

Risks can arise from:

- The physical location where the activities are taking place e.g. using a ladder on a busy staircase is likely to increase the risk;

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- The equipment being used e.g. poorly maintained equipment or equipment not fit for the purpose for which it is used is likely to increase the risk;
- The method of work used, e.g. maintenance work in occupied areas;
- Competence of those undertaking the activity, e.g. what training and instruction those undertaking have received;
- Knowledge of those affected by the activity, e.g. those unfamiliar with the activity in their area.

## 2.4. Measures to control the risks

The risk assessment must identify what measures are already in place or need to be taken to prevent, reduce or manage the risks. The risk assessment must identify who is responsible for taking action to implement measures identified as being necessary to control the risks, with timescales for implementation where appropriate.

The Management of Health and Safety Regulations require employers to follow "the Principles of Prevention" when determining what control measures are required. In practice this means:

- avoiding the risk wherever possible - consider if it is really necessary to undertake the task or activity
- combating the risks at source – e.g. repair a defective floor rather than post a warning notice
- adapting work to the individual
- substituting hazardous substances or processes with less hazardous substances or processes e.g. substituting solvent-based products with non-solvent products
- giving priority to measures that protect the whole workplace e.g. having good duct extraction rather than issuing dust masks to individual employees. Personal protective equipment should be used as the last resort, and only when it is not possible or practical to control the hazard by any other means
- providing appropriate instruction, supervision and information

## 2.5 Reviewing the assessment

Unless the risk assessment covers a specific event, the risk assessment must specify a date when it should be reviewed. Generally risk assessments should be reviewed at least once per year, or sooner if there has been an accident involving the activity in question, or there have been any changes which make the findings of the assessment no longer valid. For example, if there are changes to personnel, equipment, working methods etc.

**2.6 The risk assessment must be dated and state the person or persons undertaking the risk assessment.**

**2.7 Communicating the findings of the risk assessment to those who need to know.**

A crucial element of any risk assessment is that the information on hazards and how the risks will be controlled must be disseminated to all staff involved in the activities and also to those who have a role in

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implementing the control measures. It is for the local manager or person undertaking the risk assessment to decide how best to communicate the findings of the risk assessment to those who need to know. This could be by means of written instructions, team meetings, emails, toolbox talks etc.

### 3. Monitoring and reviewing the risk assessment process.

The lead Operational development office, in conjunction with staff, will conduct an annual audit of risk assessments listed in the returns, to ensure that risk assessments are being carried out in accordance with this procedure.

### 4. Model risk assessments

To avoid duplication, and assist staff tasked with undertaking risk assessments, the operational development team have developed "model templates" for assessments for activities which are common to the majority of events

### 5. Risk assessment relating to individuals

#### Assessment of computer workstations

All employees who habitually use a computer or laptop continuously for an hour or more each day in order to perform their job must undertake a self-assessment of their

HR are responsible for undertaking risk assessments for employees returning to work after injury or prolonged absences.

#### Pregnancy risk assessment

Where an employee notifies her line manager or HR that she is pregnant, or she is returning to work whilst still breast-feeding, the line manager must review any risk assessment for the tasks /activities undertaken by the individual to ensure that any potential risks that may affect the employee or their unborn child arrange are addressed.

#### Young persons and persons on work experience or work placement.

Due to inexperience and immaturity which may affect their awareness of risks, young persons aged 18 years or younger are deemed to be especially at risk. The relevant line manager must arrange for a specific risk assessment to be undertaken where anyone aged 18 years or younger undertakes any work either on a temporary work experience placement or is employed on a permanent basis.

#### Individual Stress risk assessment

Where an individual employee reports that they are experiencing work related stress or the Line Manager has reasonable evidence to suspect that a member of staff is experience work related stress, the Line Manager should seek advice from their HR Partner regarding conducting a stress risk assessment

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## HAZARD IDENTIFICATION CHECKLIST

When undertaking a risk assessment ODT should consider the following:

- a) How is the activity carried out? If there are written procedures, do staff deviate from written or standard procedures? If so why?
- b) Does the working environment contribute to the hazard e.g. temperature, lighting, ventilation?
- c) Does the state of the building contribute to the level of risk, e.g. poorly maintained floors, stairs, doors?
- d) Are there any other factors that cause persons to slip, trip or fall, e.g. spillages or trailing cables?
- e) Does the activity involve the use of plant or machinery or equipment? If so, have staff been trained to use it safely, and are there any limitations on the use of this equipment e.g. internal use only, load restrictions? Are such restrictions being followed?
- f) Electrical safety – where portable electrical appliances are used are they in a good condition? Have they been PAT tested? Are there sufficient sockets? In case of events - will equipment be brought into the School by third parties? If so is it maintained in a safe condition? Checks should be made with Estates to ensure that the equipment’s power requirements do not overload the building electrical systems.
- g) Is there a danger of being injured, trapped or struck by objects or equipment?
- h) Does the activity involve the use of hand tools? Are these suitable for the job and in good condition?
- i) Does the activity involve exposure to chemicals, dust, fumes, noise or vibration?
- j) Does the task require the use of access equipment or working at heights?
- k) Does the work result in persons having to adopt poor posture or cramped or awkward working positions?
- l) Is there a risk of violence to staff?
- m) Are staff ever required to work alone?

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- n) Does the activity involve manual handling e.g. the moving or lifting of loads or persons?
- o) Is there a risk of fire, flooding, spillage or gas leak? What precautions are taken to prevent such occurrences? What contingency arrangements are there in place to deal with these types of emergencies?
- p) Does the work involve vehicle movements?

This is not an exhaustive list and is only meant to act as a prompt in the process of identifying hazards, loss or damage that could occur.

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Risk Assessment	Painting								Commencement Date	TBA
									Client	
									Order Number	TBA
Hazards	Likelihood			Severity					Score	
	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible		
Score	3	2	1	5	4	3	2	1	Likelihood x Severity With Control Measures in place	
Falls from height		x						X	2	
Slips, trips and falls			x					X	1	
Falling objects/materials			x					X	1	
Dermatitis			x					X	1	
Inhalation of toxic vapours			x					X	1	
Access & egress to area			x					X	1	
Ladder work		x						x	2	
<b>Risk Assessment Scores:</b>	<b>8 + High Risk</b>			<b>5-7 medium risk</b>			<b>1-4 low risk</b>			
<b>Persons Affected</b>				<b>PPE Requirements</b>						
Young Persons	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Please tick)		Hard Hat			<input checked="" type="checkbox"/> Yes	No (Please tick)		
Member of the Public	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Please tick)		Boots			<input checked="" type="checkbox"/> Yes	No (Please tick)		
Operatives	<input checked="" type="checkbox"/> Yes	No (Please tick)		Ear Defenders			<input checked="" type="checkbox"/> Yes	No (Please tick)		
Managers	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Please tick)		Protective Suit			<input checked="" type="checkbox"/> Yes	No (Please tick)		
Other Workers	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Please tick)		Gloves			<input checked="" type="checkbox"/> Yes	No (Please tick)		
Householders	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Please tick)		Respiratory Protection			<input checked="" type="checkbox"/> Yes	No (Please tick)		
Others	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Please tick)		Eye Protection			<input checked="" type="checkbox"/> Yes	No (Please tick)		
				Other			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Please tick)		
<b>Control Measures</b>										
Falls from height	Step ups & platforms provided									
Slips, trips and falls	Safe site training provided, site kept tidy									
Falling objects/materials	Hard hats provided, minimise material stored at high level									
Dermatitis	Train all operatives to use and the need for appropriate PPE									
Inhalation of toxic vapours	Training in the use & selection of appropriate respiratory protection									
Access & egress to area	Signs & barriers installed									
Ladder work	Ensure ladders are safe, on firm ground & ladder risk assessment undertaken prior to start									
<b>Additional Control Measures</b>										
Inform ops of the hazards from the substances they are using	Select non solvent based paints/varnishes etc.									
Ensure all waste materials are appropriately disposed of	Where necessary, consider the use of forced ventilation									
Only competent operatives to be employed	Ensure adequate supervision is provided and that control measures remain valid for the duration of the work									
Train all operatives in safe lifting and handling techniques	Ensure first aid kit is readily available close to the works being undertaken									
Train all operatives to use and the need for appropriate PPE										
Ensure adequate storage areas are provided										
Ensure safe access is provided to the working area	Avoid working from ladders and other temporary platforms									

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Clear up immediately	Ensure an adequate safe working platform is always provided
<b>Completed By: (Print Name)</b>	
<b>Signature:</b>	
<b>Date:</b>	

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