# Risk Assessment Form

| | | LIKELIHOOD | | | | |
|---|---|---|---|---|---|---|
| | | VERY UNLIKELY | UNLIKELY | LIKELY | HIGH LIKELY | ALMOST CERTAIN |
| SEVERITY | NEGLIGIBLE | LOW | LOW | LOW | LOW | LOW |
| | MINOR | LOW | LOW | LOW | MEDIUM | MEDIUM |
| | SERIOUS | LOW | MEDIUM | MEDIUM | MEDIUM | HIGH |
| | SEVERE | LOW | MEDIUM | MEDIUM | HIGH | HIGH |
| | VERY SEVERE | MEDIUM | MEDIUM | HIGH | HIGH | HIGH |

| **Risk Assessment for (Activity/Process/Operation)** | |
|---|---|

| **Service** | | **Team / Section** | | | |
|---|---|---|---|---|---|
| **Assessment Date** | | **Review Date** | | **Reference Number** | |

| **What are the hazards** *(i.e. what can cause harm)* | **Who might be harmed and how?** *(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?* | **What existing control measures are in place to reduce / prevent the risk?** *(i.e. what are you already doing?)* | **Considering existing controls, what is the current risk level** *(i.e. high, medium or low – use the matrix above)* | **Further Action to be taken to control the risk?** *(i.e. only record action/additional controls measures you are going to implement)* | **Assigned to** | **Completed by whom & when** |
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| **Name of Assessor** | | **Signature** | |
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| **Name of Manager responsible for activity / process** | | **Signature** | |
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# Risk Assessment Review Log

Only use this log to confirm that there have been no changes to the current assessment; otherwise an updated risk assessment must be done

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|---|---|---|---|
| Initial Review Date | | | |
| Assessor's Signature | | Date: | |
| Signature of Responsible Manager | | Date: | |

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| Next Review Date | 12 months from initial review | | |
| Assessor's Signature | | Date: | |
| Signature of Responsible Manager | | Date: | |

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| Initial Review Date | 24 months from initial review | | |
| Assessor's Signature | | Date: | |
| Signature of Responsible Manager | | Date: | |

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| Initial Review Date | 36 months from initial review | | |
| Assessor's Signature | | Date: | |
| Signature of Responsible Manager | | Date: | |

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|---|---|---|---|
| Initial Review Date | 48 months from initial review | | |
| Assessor's Signature | | Date: | |
| Signature of Responsible Manager | | Date: | |

# Guide to Completing the WCC Risk Assessment Process/Form

The WCC risk assessment process follows the Health & Safety Executive (HSE) general basic five steps principle. Your risk assessment must consider: a) all foreseeable hazards and risks, b) actual practice (what is currently happening, and not just what should be happening as recorded in procedures and manuals), c) routine and non-routine activities (e.g. event or school trip), d) emergency procedures, and e) unusual/adverse conditions, e.g. inclement weather.

The risk assessment process in a step-by-step guide for each stage is given below. Please note, the headings correspond with the headings on the risk assessment form itself.

| Steps to Risk Assessment | |
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| **What should the risk assessment cover?** | Detail the particular work activity/process/ operation for which the risk assessment applies. Only record for those activities where a significant risk(s) has been identified as a potential consequence of undertaking that work.<br><br>Insert all other relevant information onto the form, i.e. what activity the assessment relates to, the date you are undertaking the assessment, the planned review date (a minimum of annually), and your own reference number |
| **What are the hazards?** | First you need to work out how people could be harmed. Here are some tips to help you identify the ones that matter:<br>• Walk around your workplace and look at what could reasonably be expected to cause harm. Carefully observe the person or task being assessed. When doing this, don't forget to consider, preparation, normal operation; breakdown conditions; maintenance; cleaning; and emergency situations as appropriate.<br>• Ask your employees or their representatives what they think. They may have noticed things that are not immediately obvious to you.<br>• Check manufacturers' instructions or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective.<br>• Have a look back at your accident and ill-health reports/records – these often help to identify the less obvious hazards.<br>• Remember to think about long-term hazards to health (e.g. high levels of noise or exposure to harmful substances). |
| **Who might be harmed?**<br>**How might they be harmed?** | For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (e.g. 'employees working in the store room' or 'pupils'). In each case, identify how they might be harmed, i.e. what type of injury or ill health might occur from that work activity. For example, 'employees may suffer musculoskeletal injury from repeated lifting of boxes'. Consider the following: |

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| | • some workers have particular requirements, e.g. new and young workers, new or expectant mothers and people with disabilities or where there are language barriers, as they may be at particular risk.<br>• cleaners, visitors, contractors, agency staff, work experience, maintenance workers, volunteers, etc., who may not be in the workplace all the time;<br>• members of the public or others who could be hurt by your activities;<br>• if you share your workplace, you will need to think about how your work affects others present, as well as how their work affects your employees.<br>Remember, your risk assessment should only include what you could reasonably be expected to know – you are not expected to anticipate unforeseeable risks. Consider all elements of the process/operation/activity, the people at risk, the environment, equipment and emergency situation. |
| **What existing control measures are in place to reduce/prevent the risk?** | Firstly, look at what you're already doing to control the risk and what measures you have in place and how the work is organised. The existing control measures must be accurate and in place at the time the risk assessment is produced to reflect actual practice. For example, control measures can include, the provision of equipment (e.g. to prevent manual handling), the provision of information, instruction and training, lone working procedure in place, etc. |
| **Considering your existing (current) controls, what is the risk level?** | Once all existing control measures have been identified the risk level should then be evaluated using the risk matrix below. This is to identify whether your current control measures are suitable and sufficient in reducing the risk to the lowest possible level. You will therefore need to decide how 'likely' it is that the harm will occur with the controls in place; and what the 'likely severity' will be. To calculate the risk you multiply <u>severity x likelihood</u>. Using the matrix, this will provide you with an outcome of either, 'low', 'medium' or 'high'. |

| | | **LIKELIHOOD** | | | | |
|---|---|---|---|---|---|---|
| | | **VERY UNLIKELY** *(freak event – no known history)* | **UNLIKELY** *(foreseeable under unusual circumstances)* | **LIKELY** *(having a greater-than- even chance of occurring)* | **HIGH LIKELY** *( to occur- foreseeable)* | **ALMOST CERTAIN** *(of occurring)* |
| **SEVERITY** | **NEGLIGIBLE** *(no real visible injury / illness)* | **LOW** | **LOW** | **LOW** | **LOW** | **LOW** |
| | **MINOR** *(no long-term effects, first-aid injury)* | **LOW** | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** |
| | **SERIOUS** *(deep flesh wound, requires medical treatment)* | **LOW** | **MEDIUM** | **MEDIUM** | **MEDIUM** | **HIGH** |
| | **SEVERE** *(over 7 day lost time injury and major/specified injuries)* | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** | **HIGH** |
| | **VERY SEVERE** *(long-term injury/illness/ fatality)* | **MEDIUM** | **MEDIUM** | **HIGH** | **HIGH** | **HIGH** |

<table>
<tr><td></td><td></td></tr>
<tr><td>Do you need to do anything else to control the risk?</td><td>Based on your calculated risk level using the matrix refer to the table below:<br><br>
<table>
<tr><td>Low:</td><td>It is unlikely that harm will be caused and the outcome would result in very minor injury/damage. No further controls are needed. However, consideration may be given to a more cost-effective solution or improvement that does not mean more cost. Monitoring is needed to make sure that the current controls are maintained and effective.</td></tr>
<tr><td>Medium:</td><td>There is the possibility that harm may occur. The level of harm will depend on your evaluation. You must consider whether the existing control measures are sufficient or if any further action could be taken to reduce the risk to a low level.<br>The consideration of whether measures need to be implemented should be “as far as is reasonably practicable”.<br>(The risk level may remain as Medium where the risk is inherent in a particular activity/process/operation).</td></tr>
<tr><td>High:</td><td>Certain or near certain that harm will result in serious injury/damage.<br>The planned activity/process/operation must not continue. The risk assessment action plan must be completed to identify what further action will be taken to reduce the risk to an acceptable lower level.</td></tr>
</table></td></tr>
<tr><td>Action to be taken</td><td>If you therefore deem further controls are necessary then the ‘Further Action Column’ must be completed. When considering controls, apply the principles of the hierarchy of control below to eliminate the risk where possible or reduce it to the lowest possible level:<br>
• Eliminate - Can the hazard be removed completely?<br>
• Reduce/ substitute – try a less risky option, for example, substituting it for something less hazardous; reducing the number of personnel that come into contact with the hazard; reducing exposure time.<br>
• Isolate/ enclosure – prevent access to the hazard (e.g. separate person(s) from hazard using guarding or barriers between persons and traffic, etc)<br>
• Control – through the provision of information, instruction, training, safe systems of work/ procedures, etc.<br>
• Personal Protective Equipment (PPE) – is the last consideration of control as it does not contribute to a safer environment. All other options above should be considered and provided where possible. Personal protection may then be used as a means of protecting personnel from the risks that remain or as a back-up/addition to the measure provided (PPE includes safety footwear, safety goggles, hard hat, etc…).<br>
• Welfare facilities (e.g. first aid and washing facilities for removal of contamination).<br>
Involve staff, so that you can be sure that what you propose to do will work in practice and won’t introduce any new hazards.<br><br>
Please note, in this section you must only record those controls that you do not currently have in place. Detail what action needs to be taken (which may be a short term action until your long term action can be achieved), who is going</td></tr>
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| | to implement it. Once the action has been taken/implemented, state by whom and when it was completed, this demonstrates that the control is now an existing control. When you come to review your assessment formally (i.e. on its annual review cycle), you can add it to the existing control measure section.<br>Remember, prioritise and tackle the most important things first. |
| **Details and signatures** | All completed risk assessments must be signed by the competent risk assessor and the manager responsible for the activity/ process/operation. This will demonstrate that the manager is in agreement with the significant risks that have been identified and the control measures that are in place to eliminate/reduce those risks.<br><br>Also, as good practice, each assessment should be signed by the persons involved in the activity, where practical (if you wish to do this, a signature sheet has been provided with the risk assessment template). |
| **Monitor and review** | Monitor – on an ongoing basis monitor your work activities to ensure that the control measures you've implemented are working as planned.<br><br>Review - Few work activities stay the same. Changes may bring in new equipment, substances, processes and procedures that could lead to new hazards. It makes sense, therefore, to review what you are doing on an ongoing basis. Within WCC this formal review is required **every year**, to ensure you are still improving, or at least not sliding back. When you review consider;<br>• have there been any changes?<br>• are there improvements you still need to make?<br>• have your employees spotted a problem?<br>• have you learnt anything from accidents or near misses?<br>• etc.<br>Make sure your risk assessment stays up to date.<br><br>During the year, if there is a significant change, don't wait. Check your risk assessment and, where necessary, amend it. It is essential to consider the risk assessment as an integral part of your planning process.<br><br>Only, use the review log provided to confirm that there have been no changes to the current risk assessment. This log needs to be dated and signed by the assessor and manager. |

## For information, there are different types of Risk Assessment:

**Generic -** Generic activities are those which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change, however, the control measures you adopt may have to be different from those in the examples to meet the particular conditions in your workplace. For this type of activity a **Generic Risk Assessment** may be produced as a model, **for guidance only**. However, where generic assessments are produced, the assessor must:

- satisfy themselves that the 'generic' assessment is appropriate for the type of work and the situations and,

- adapt the ‘generic’ assessment to detail actual work situations and local circumstances, including any additional measures to cover all hazards and risks not referred to in the ‘generic’ assessment
- adapt the ‘generic’ assessment to consider the specific location and environment
- adapt the ‘generic’ assessment to consider the persons involved and who may be affected

**Specific -** Although generic risk assessments are useful as a guide to cover the common hazards and risks associated with routine activities, there are many activities where the hazards and risks are only applicable to that particular activity/process or circumstance. In these instances it will be necessary to undertake a **Specific Risk Assessment** to fully consider the nature of the risks and hazards the activity presents.

There are also occasions where there is a requirement in legislation to undertake a specific assessment where it is identified that there are hazards and risks specific to an individual person. For example, a new and expectant mother, or person with a disability.

These risk assessments should be undertaken involving the individual, where appropriate, to ensure that they are comfortable and satisfied with the control measures implemented.

There are other areas of health and safety that require specific risk assessments to be documented in a different format, for example:

- Manual handling operations (where identified as high risk activities)
- Use of Display Screen Equipment (DSE)
- Stress
- Use of hazardous substances (which requires a COSHH assessment [Control of Substances Hazardous to Health assessment]).

Each category above has its own separate WCC policy and risk assessment template which should be referred to and used when undertaking a risk assessment in these areas.

**Ongoing/dynamic -** Sometimes activities are undertaken where situations occur where there may be a change that could not be foreseen, for example an unpredictable situation, emergency situation, sudden change in environment, weather conditions, etc. An ongoing or dynamic risk assessment is a continuous process of identifying the hazards during that activity, assessing/evaluating the risk and taking immediate action to eliminate or reduce to an acceptable level, as far as is reasonably practicable.

| Risk Assessment(s) for (Activity/Process/Operation) | |
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*This form can be used to record and demonstrate that the above risk assessment(s) has been provided to relevant employees (as below) to inform them of the risk assessment findings (i.e. the hazards, risks, and control measures associated with their work).*

| Name of Persons involved in the Activity/ Process/ Operation | Signature | Date |
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