

Corporate Health and Safety Policy

Part C - Section 1

Managing Health and Safety at Work Including Risk Assessment

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APPENDIX 1 – MANAGING HEALTH AND SAFETY TOOLKIT

1. INTRODUCTION

- 1.1 The Council recognises that good health and safety management supports the delivery of our services for the residents of Barnet. As part of the overall risk management culture and process, good health and safety management will help reduce injury and loss, help promote a healthy workforce and help protect all who are affected by the Council's activities.
- 1.2 This section of the Council's Health and Safety Policy explains what is necessary to manage health and safety effectively and in line with legislation.
- 1.3 As well as describing methods of general health and safety management, this document clarifies some specific issues relating to those who may be at special risk:
 - new and expectant mothers
 - young people
 - people with a disability and
 - temporary workers,

(should we mention other groups such as older people/those with disabilities)

- 1.4 The Council supports and endorses a set of principles produced by the Health and Safety Executive describing sensible risk management, as a guide to what risk management should and should not be. The principles are that:

Sensible risk management is not about:

- Creating a totally risk free society
- Generating useless paperwork mountains
- Scaring people by exaggerating or publicising trivial risks
- Stopping important recreational and learning activities for individuals where the risks are managed
- Reducing protection of people from risks that cause real harm and suffering

Sensible risk management is about:

- Ensuring that workers and the public are properly protected
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences
- Enabling innovation and learning not stifling them
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

2. DEFINITIONS

A "**hazard**" is something with the potential to cause harm.

A "**risk**" the chance, high, medium or low, that somebody could be harmed by

a hazard, together with an indication of how serious the harm could be.

A "**risk assessment**" is a systematic examination of work activities and premises. The risk assessment will identify the hazards, evaluate the risks involved taking into account any precautions in place, and facilitate an action plan.

"**Control measures**" are the procedures that are put in place after a risk assessment to avoid risks or reduce them to an acceptable level.

3. RESPONSIBILITIES

3.1 Details of the Councils organisational arrangements for health and safety, including responsibilities, are contained in Section B of the Corporate Health and Safety Policy

3.2 Directors

Directors are responsible for ensuring that adequate systems are in place for the management of health and safety within the areas of their control. They must ensure arrangements exist for the following:

- Planning out health and safety risks before new or revised working arrangements or processes are introduced
- Organisational arrangements that adequately allocate H&S responsibilities throughout the service
- Appointment of persons to act in emergencies
- Sufficient resource and competent staff to carry out risk assessments and introduce control measures
- Methods for the recording of assessments and controls
- Review of assessments and monitoring of control measures
- Access to competent health and safety advice to assist in risk control.

3.3 Assistant Directors/Heads of Service

Assistant Directors/Heads of Service have the responsibility to implement directorate arrangements and to establish the health and safety framework for the management of health and safety within their services. They must ensure that the duties relating to health, safety and welfare are met by receiving reports on performance from their managers and designated staff.

Assistant Directors/Heads of Service must ensure that risk assessments are completed for all activities under their control where a member of staff or other person may evaluate a significant hazard.

They must also ensure that the person who carries out the risk assessment is competent (see section 13 for information). This means that they must have good knowledge of the activity to be assessed, has understanding of how to complete and record risk assessments, and is fully aware of any specific legal requirements relevant to the work activity.

3.4 Managers/Premises Controller

Managers and Premises Controllers are responsible for ensuring that suitable risk assessments are carried out for any work activity, where a risk to health, safety and welfare exists. They must also ensure the introduction of measures to properly control those risks

Managers must regularly review risk assessments and when necessary due to changes in work practices, legislation or work areas. They must also regularly monitor the effectiveness of control measures introduced.

Further details of manager's, premises controllers and risk assessors responsibilities are contained throughout this document.

3.5 Health and Safety Assistance

The Head of Safety, Health and Wellbeing acts as the Councils 'statutory competent health and safety advisor'. The Council employs a team of health and safety professionals within the Deputy Chief Executive's Directorate. They are responsible for providing support and advice to services and monitoring the Council's health and safety performance.

3.6 Employees

Health and safety is everyone's responsibility, and while most of the duties are held by the Council, the law expects employees to play their part by:

- Taking reasonable care for their own health and safety and that of others who may be affected by what they do or fail to do at work.
- Using all work items provided by their employer in accordance with training and the instructions they receive to enable them to use the item safely.
- Co-operating to help the employer to comply with statutory duties for health and safety.
- Reporting any work situation which might present a serious and imminent danger or any shortcomings in health and safety arrangements to their manager so that remedial action can be taken if necessary.

Managers must ensure that employees receive adequate instructions and training to enable them to comply with their duties listed above.

4. RISK ASSESSMENT

- 4.1 A risk assessment is a careful examination of what could cause harm to people, to determine whether enough precautions have been taken or more should be done to prevent harm. Everyone has a right to be protected from harm caused by failure to take reasonable control measures. Risk assessments do not always have to be long, complex documents; the most important thing is that they are fit for purpose and are acted upon. A risk assessment must be suitable and sufficient. Assessments should show that:

- A proper check was made;
- it dealt with all the obvious significant hazards, taking into account the number of people who could be involved;
- it considered who might be affected by the hazards;
- the precautions are reasonable, and the remaining risk is low; and
- the involvement of affected staff or their representatives in the process.

4.3 Risk Assessments **must** be recorded using a suitable format to show the safe working procedures.

4.4 Forms for recording risk assessments are provided in the Toolkit at Appendix A. Risk assessments must be reviewed following any change and at least every three years for low risk activities and kept for at least five years. For some services, such as those dealing with children, it might be necessary to keep them for longer and local arrangements should be made for this.

5. IMPLEMENTING CONTROL MEASURES

Carrying out and recording the risk assessment merely identifies risk and is not the end of the process. Control measures must be implemented and monitored, to ensure that risks are eliminated or successfully controlled. Writing down the results of the risk assessment, and sharing them with staff helps with this.

6. INFORMATION FOR EMPLOYEES

Employees must be told of the results of risk assessments that affect their area of work. This usually takes the form of a list of instructions or a safe working procedure. Managers must make sure that they have told all their employees what each of them needs to know to do the job safely, and that the employees have understood what they have been told. It might be necessary to take extra steps to deal with language or literacy difficulties or employees with disabilities. If the information is passed on at a meeting, a record of the meeting should be kept including details of attendance.

7. REVIEWING RISK ASSESSMENTS

Barnet Council is a dynamic organisation, together with the move to increased partnership working, change is constant. To keep up with this, and changes in health and safety law, we must make sure that our safety procedures are always up to date.

When a risk assessment is written, a date must be set for a review. This should not be more than 3 years after the original assessment for low risk activities, but is often likely to be less, especially for high risk activities, and as change is so common and frequent. Risk assessments also need reviewing when there is reason to suspect that they are no longer valid (for example, if there has been an accident or serious near miss), or a change in the law or good practice.

Very often, the review will conclude that no extra precautions are needed and it is

only necessary to note the review date, and confirm it is still valid. If the review finds that improvements are needed, they must be communicated and implemented as soon as possible. If the assessor identifies that it is dangerous to life or limb for the activity to continue without a new control being in place the Director or their representative must ensure the activity is suspended until the situation has been resolved.

8. ASSESSMENT UNDER OTHER REGULATIONS

If a risk assessment has already been completed under other legislation, (for example a COSHH assessment) there is **no need** to repeat the process by carrying out a general risk assessment, but it must be recorded on the General Risk Assessment Form that one has been completed.

9. RECORD KEEPING

Recording and sharing the results of risk assessments helps to make sure that they are properly implemented. Copies of risk assessments must be made available to relevant staff and that the original is stored safely for inspection by the Enforcing Authorities, Health and Safety Consultants and Trade Union appointed Health and Safety Representatives if required. The Toolkit at Appendix A contains model risk assessment forms.

10. HEALTH SURVEILLANCE

Health surveillance is a term for tests that employers make where there is a likelihood that the work activity could result in an identifiable disease or health condition, and that testing is likely to help control that disease or condition. This includes eye testing for Display Screen users and regular health checks for drivers of heavy vehicles.

Health Surveillance is needed where a risk assessment identifies that:

- There is an identifiable disease or adverse health condition related to the work concerned.
- Valid techniques are available to detect indication of the disease or condition.
- There is a reasonable likelihood that the disease or condition may occur under the particular conditions of work and
- Surveillance is likely to further the protection for the health of the employees to be covered.

Health Surveillance should be maintained during the employee's career unless the risk to which the member of staff is exposed and associated health effects are short term. Health Surveillance or examinations must only be carried out by a responsible and competent qualified person. Assessors who identify the need for health surveillance when completing a general risk assessment should seek expert advice from the Council's Occupational Health provider, who will be able to confirm what health surveillance is necessary and how often. Where it is

necessary to carry out health surveillance, records must be kept.

11. PROCEDURES FOR SERIOUS AND IMMINENT DANGER

Risk Assessments will often identify events and situations where serious and imminent danger could arise. In most establishments, these are likely to include risks from:

- | | |
|---------------------|----------------------|
| - Fire | - Broken Glass |
| - Explosion | - Gas Leak |
| - Major Roof Leaks | - Electrical Hazards |
| - Burst Pipes | - Violence |
| - Chemical Spillage | - Damaged Asbestos |

Directors must ensure that procedures dealing with risks, which may pose serious or imminent danger, are drafted and communicated to all staff. Communication can be in any appropriate form, including training, instruction, and notices displayed in workplaces. These procedures must:

- Enable people to stop work and immediately go to a place of safety, and
- Except for exceptional cases, prevent them from resuming work in any situation where there is still a serious and imminent danger. Any exceptions to this must be for exceptional reasons and clearly set out in procedures.

Emergency procedures might also need to take account of responsibilities of specific employees. Some employees, such as fire wardens, have specific tasks to perform in the event of emergency. These employees need training so that they can help bring an emergency event under control without risking their own health and safety.

12. CO-OPERATION AND CO-ORDINATION

Co-operation and co-ordination means that employers that share premises also need to share information about risks that can affect the health and safety of each other's employees and put procedures in place to control them. This will require exchange of information such as, known risks, emergency procedures and risk assessments. Further information about the need for cooperation and coordination is contained in Section 25 of the Corporate Health and Safety Policy – Working in Partnership. As an example, a self-employed contractor carrying out work on a Council site creates a shared workplace, even if only for a very short period.

13. CAPABILITIES AND TRAINING

Directors may delegate specific tasks, such as risk assessment, to employees. Before doing so, Directors should consider the capability of the employee and ensure the employee is provided with safety training, (for example, all assessors should attend suitable risk assessment training). The Safety, Health and Wellbeing Team (SHaW) provides risk assessment and other health and safety

training, contact them for more information.

Competence will reduce if skills are not used regularly. Therefore, Health and Safety training must be periodically repeated, especially for people who do not carry out risk assessments very often. Services must establish suitable periods for retraining of staff.

For information on health and safety training, contact the SHaW team.

14. NEW AND EXPECTANT MOTHERS

Health and safety law requires employers to take particular account of risks to new and expectant mothers, Directors must arrange for a risk assessment to be made on the work activities undertaken by new or expectant mothers. The phrase 'new or expectant mother' means a person who:

- Is pregnant,
- Has given birth within the previous six months or
- Is breastfeeding.

('Given birth' is defined as 'delivered a living child or, after 24 weeks of pregnancy, a stillborn child')

If the assessor identifies a significant risk which goes beyond the level of risk to be expected outside the workplace, the manager must take the following steps to protect her from the risk:

Step 1 Temporarily adjust her working conditions and/or hours of work. If this is not reasonable or would not avoid the risk go to step 2.

Step 2 Offer her suitable alternative work if any is available or if that is not feasible you must go to step 3.

Step 3 Suspend her from work (on paid leave) for as long as necessary to protect her or her child's safety and health.

These actions are necessary where the manager has received a medical certificate confirming pregnancy and a risk assessment reveals genuine concern. If there is any doubt advice should be sought from the Occupational Health provider.

Risk assessments for new or expectant mothers must be regularly reviewed. Although any hazards are likely to remain the same, the possibility of damage to the foetus as a result of a hazard will change at different stages of pregnancy. There are also different risks to consider for workers who are breastfeeding.

Management must ensure that workers who are breastfeeding are not exposed to risks that could damage the health and safety of the mother or child for as long as they continue to breastfeed. If a Service is properly controlling risks, it is unlikely that workers who continue breastfeeding will be exposed to risks that make it necessary to offer alternative work or given paid leave. Suitable rest facilities must be provided for pregnant or breastfeeding

staff. These facilities should be conveniently situated in relation to sanitary facilities and where necessary include somewhere to lie down.

Management may need to give special consideration to new and expectant mothers who work at night. If the mother submits a doctor's certificate stating that night work could affect her health and safety the Director must either:

- Offer her suitable alternative daytime work if any is available or if that is not reasonable
- Suspend her from work (give her paid leave) for as long as is necessary to protect her health or safety.

The HSE publication contain good advice on how Services can meet their legal duty and lists the hazards and risk a mother may encounter at work and how to avoid them.

- New and Expectant Mothers at Work HS(G) 122 (ISBN 0-7176-0826-3)
- A guide for new and expectant mothers who work IND (G) 373

Further guidance and a model assessment form are provided at Part E of the Toolkit at Appendix A.

15. CHILDREN AND YOUNG PEOPLE AT WORK

Definitions

There are certain precautions we have to take when looking after the health and safety of young people (below 18 years old) and children (below school leaving age). There are a few main reasons for this.

- So the parents or guardians can have knowledge of the risks,
- To take account of inexperience, lack of awareness of risks and immaturity of young people,
- To allow for possible size and strength differences between adults and young people,
- To make sure we comply with laws that prohibit young people from certain jobs.

Risk Assessments

Specific risk assessments are needed before employing young people. If there are young people already at work a risk assessment must be carried out immediately. To assist managers, the form attached at Part F can be used as an aide-memoir.

Information for employees and parents or guardians

As well as providing employees with clear information on health and safety risks and control measures, managers must give the same information to the parents or guardians of a child (a person under 17 years old).

Restrictions on employment of young persons

In addition, Service Areas may not employ young persons where the work:

- a) is beyond their physical or psychological capacity
- b) involves harmful exposure to agents which are toxic or carcinogenic, cause inheritable genetic damage or harm to the unborn child or which in any other way chronically affect human health
- c) involves harmful exposure to radiation
- d) involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training, or
- e) involves a risk to health from extreme cold or heat, noise or vibration

The above prohibitions on employment of young people do not apply where the work is part of the young persons training, carried out under the supervision of a competent person, and where risks are reduced to lowest level that is reasonably practicable.

16. TEMPORARY WORKERS

Services must inform temporary workers and where applicable their employer or employment agency of any special skills, qualifications, or requirements that are needed to enable them to function safely and without risk to health while working. This information should be given before the employee commences work. Any requirement for health surveillance must be similarly notified.

17. EDUCATIONAL, CULTURAL AND RECREATIONAL VISITS

Several areas of the Council now offer visits as part of their service delivery, for example,

- Educational visits run by schools, voluntary sector, sometime on behalf of Duke of Edinburgh Award
- Cultural visits to museums etc,
- Concerts, social events and recreational and therapeutic visits organised as part of a person's care plan or team building.

These activities are becoming a more common part of the Council's work activity, and need to be carefully managed, as they often involve hazards and risks that are less predictable and out of the direct control of the Council. They also have been subject of several high profile health and safety prosecutions over recent years. This means that particularly careful risk assessment is required, from the planning stage, to the visit itself, and afterwards to learn lessons.

Services that organise and provide visits of this nature must have robust local procedure to ensure that this risk assessment is carried out and properly implemented by a competent person.

18. FURTHER INFORMATION

Management of health and safety, especially risk assessment, is a very wide area of work, and getting the correct information is crucial. The HSE is a good source of information, and their Risk Management site

<http://www.hse.gov.uk/risk/index.htm> contains useful resources, including risk assessment examples for various workplaces and activities.

Another useful source of information is trade associations. Most have specific information about health and safety aspects of the particular trade, and many have forums where members can discuss issues, including good practice in risk assessment.

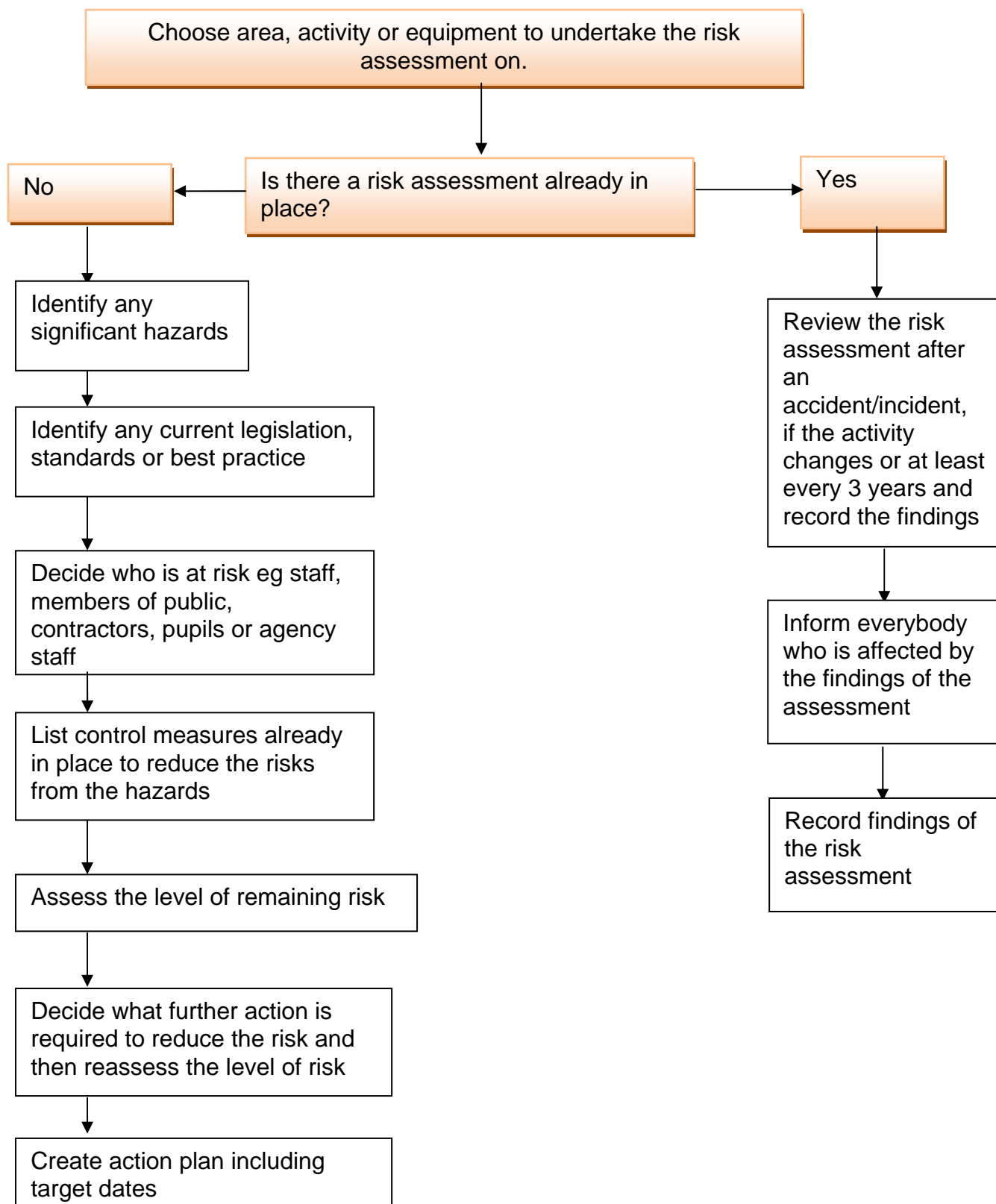
As with all aspects of health and safety management, the most important thing is getting the right information which is up to date and relevant. If you are having difficulty with this, or need advice about the risk assessment process, contact the **SHaW team on 020 8359 7960**.

MANAGING H&S TOOLKIT

CONTENT:

- A. PROCEDURE FOR UNDERTAKING A RISK ASSESSMENT**
- B. MANAGEMENT CHECKLIST**
- C. RISK ASSESSMENT FORM**
- D. DETAILED RISK ASSESSMENT ADVICE**
- E. GUIDANCE ON THE MANAGEMENT OF H&S AT WORK**
- E. NEW AND EXPECTANT MOTHERS – MODEL RISK ASSESSMENT**
- F. RISK ASSESSMENT FOR YOUNG PEOPLE OR PERSON WITH SPECIAL REQUIREMENTS**

PART A - Procedure for undertaking a risk assessment



PART B - MANAGEMENT CHECKLIST

Management issue	Yes/no with comments
Have risk assessments been carried out for all work activities, with records kept of the assessment and review date?	
Has the risk assessment raised any equalities issues, such as age, disability, ethnic group, faith, gender or sexual orientation?	
Have control measures been properly implemented, with priority and timescales set?	
Has information about control measures been passed to employees in a suitable way to ensure that they understand the message?	
Are risk assessments reviewed regularly?	
Does your service carry out any health surveillance? If so, are records kept and lessons learned from the results of the surveillance?	
Are there suitable procedures for serious and imminent danger? Are they communicated to employees, contractors, visitors etc.?	
Co-operation and Co-ordination – if the workplace is shared with another employer, is there clear communication of hazards, risks control measures and emergency procedures?	
Capabilities and Training – are all assessors competent to carry out risk assessments? Do you ensure that workers are competent for a task before doing it?	
Employees Duties – is there a system for monitoring employees' health and safety performance? Has staff been made aware of their duties?	
Have specific risk assessments been carried out for temporary workers, new and expectant mothers and children and young people at work	

PART C - RISK ASSESSMENT FORM – GENERAL RISKS

Please complete all parts of the form, and continue on a separate sheet if necessary. The areas in yellow are for advice, and will help in the risk assessment process. If you have questions about this form or how to do a risk assessment, contact the SHaW team on 020 8359 7960.

Activity / Location

Date of this assessment

Date of last assessment

Risk rating

Likelihood

Severity

What are the hazards?	Who might be harmed and how?	Risk priority (High/Medium/Low)
<p>A hazard is something with potential to cause harm, either long term or short term. Identify hazards by:</p> <ul style="list-style-type: none"> • Workplace inspections • Asking employees for their views • Getting information about good practice from a trade association • Examining accident and sickness statistics 	<p>Identify groups of people, especially:</p> <ul style="list-style-type: none"> • Workers with particular needs (young people, new and expectant mothers, employees with a disability) • Home workers, part time workers, lone workers etc. • Members of the public, contractors, clients and visitors • Other employers sharing the workplace 	<p>See above and consider the seriousness of possible injury, disruption to service delivery, cost of reducing the risk, duration of risk, and set priority.</p>

PART C - RISK ASSESSMENT FORM – GENERAL RISKS

What are we already doing to control the risk?	What further action is necessary?	Action		
		By whom?	By when?	Date completed
List the control measures currently in place, including information, instructions, training, supervision, monitoring, PPE, signs etc.	What more could be done to control the risk? <ul style="list-style-type: none"> What do other employers do with similar risks? What is best practice? 	Who has the task been given to?	What is the target date?	Keep a record of when it has been done

Assessment carried out by (name and designation)	Review date:
	Reviews are needed to make sure the risk assessment is up-to-date, if there is a change in law or good practice, or if there is reason to believe that it is no longer valid.

PART C - RISK ASSESSMENT FORM – GENERAL RISKS

Key to risk rating

Likelihood	
1. Improbable	So unlikely that probability is close to zero
2. Remote	Unlikely, though conceivable
3. Possible	Could occur some time
4. Probable	Not surprised. Will occur several times.
5. Likely/frequent	Occurs repeatedly/event only to be expected. .
Severity	
1. Minor injury:	Cuts, bruises etc unlikely to result in sick leave
2. Moderate injuries:	Likely to result in 1-3 days sick leave
3. Major injuries:	More than 3 days sick leave – notifiable to HSE
4. Death	
5. Multiple deaths	
Action	
H – High:	Action immediately
M – Medium:	Action within 12 months
L – Low:	Action when reasonably practicable

PART D – DETAILED RISK ASSESSMENT ADVICE

This section provides more detailed guidance on using the general risk assessment form. It can be used to help assessors to understand the process of risk assessment, and ensure that all the questions are answered accurately. This will help ensure consistency in risk assessments. Guidance is provided here, but if you have any more questions, do not hesitate to contact the SHaW team on 020 8359 7960.

What is the Activity?

<ul style="list-style-type: none">• Office Work• Visiting clients homes• Refuse collection• Providing Personal care• Mowing grass• Using lifting equipment• Outdoor visits with children	<ul style="list-style-type: none">• Issuing parking notices• Driving• Using vibrating tools• Working at height• Painting• Visiting construction sites,• etc.
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What are the hazards?

In order to achieve a suitable and sufficient risk assessment it is essential to identify all the hazards associated with the activity. In all cases team consultation is a powerful aid. A walk around the workplace can also assist you to spot hazards as can manufacturers' instructions on datasheets.

The following list gives some examples of hazards which may need to be considered when carrying out risk assessments. It is **not** a comprehensive list but is given to illustrate the extensive nature of the hazards which may need to be taken into account.

<ul style="list-style-type: none">• Fall From Height• Falling objects• Slips and trips• Lifting and moving people/objects• Using equipment/machinery• Vehicles• Fire• Explosion• Contact with very hot/cold surfaces• Confined Spaces	<ul style="list-style-type: none">• Chemicals/Substances• Biological Agents (blood, urine, etc.)• Radiation• Vibrating tools and equipment• Adverse weather• Working outdoors• Lone working• Violence/aggression• Stress• Sharp objects
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For complex activities it can be useful to break down the activity into its component parts, for example, lone working could comprise of:

- Driving
- Using public transport
- Carrying items for an extended time period
- Visiting someone's home or premises

Who might be harmed and

how?

When considering whether or not employees are at risk consider all occupations at the establishment e.g. in a school: Teachers, Technicians, Clerical Staff, Cleaners, Caretaking, and Teaching Assistants. Also, think about any groups of people that might be at risk, for example, people with disabilities, children or visitors to the site. The risk assessment will need to address any particular groups and the special risks they might be exposed to.

Risk priority

To work out the priority of the risk (high, medium or low), use the key to risk rating provided on the general assessment form. This is a way of comparing the likelihood of a hazard resulting in injury against the severity of that likely injury.

If this process reveals a risk that is extremely high, it may be necessary to take immediate measures to remove it, in order to protect people from harm.

What are we already doing to control the risk?

List all existing controls for each hazard. These may include:

<ul style="list-style-type: none"> • Guarding/Segregation of People • Safe methods of work • Cleaning procedures • Containment • Enclosure • Ventilation local and dilution • in-house training • external training • instructions given and recorded 	<ul style="list-style-type: none"> • Exclude certain persons • Supervision • Personal Protection Equipment • Safety signs and notices • Written Safe Systems of Work • Written Procedures • Reference Material • Lesson Plans • Schemes of Work
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What further action is necessary?

This is the part of the process where the action plan is made. Having considered and evaluated the risk, the assessor identifies control measures. Control measures must be sufficient to remove the risk or reduce it to an acceptable level. Consider these questions:

- Do the precautions meet the standards set by legislation?
- Do the precautions comply with recognised standards and represent good practice?
- Do the precautions reduce the risk as far as is reasonably practicable?

In deciding what actions to take to control risks, it is useful to consider the hierarchy of controls set out by the HSE. This is a list of controls, in order of preference and effectiveness in reducing risk.

- i. Elimination (e.g. buying ready sawn timber rather than using a circular saw)
- ii. Substitution by something less hazardous and risky.
- iii. Enclosure (enclose it in a way that eliminates or controls the risk).
- iv. Guarding/segregation of people.
- v. Safe system of work that reduces the risk to an acceptable level.
- vi. Written procedures that are known and understood by those affected.
- vii. Adequate supervision.
- viii. Identification of Training needs.
- ix. Information/instruction (Signs, handouts)
- x. Personal Protective Equipment.

If you find that there are many improvements that you could make, big and small, do not try to do everything at once. Make a plan of action to deal with the most important things first. HSE inspectors acknowledge the efforts of businesses that are clearly trying to make improvements. Prioritise and tackle the most important things first. As you complete each action, tick it off the action plan. A good plan of action often includes a range of activities, such as:

- easy improvements that can be done quickly, perhaps as a temporary solution until more permanent controls are in place (although if you use these, be careful not to forget further improvements later)
- long-term solutions to those risks most likely to cause accidents or ill health
- long-term solutions to those risks with the worst potential consequences
- arrangements for training employees on the main risks that remain and how they are controlled
- regular checks to make sure that the control measures stay in place; and
- clear responsibilities – who will lead on what action and by when.

Action:

By whom? – clearly set out who each task has been allocated to. This might sound simple, but as with any management function, it is essential to choose a competent person for a task. The implementation of control measures might be as simple as changing a light bulb or it could be very complicated and involve influencing people and managing precautions. Think about this when allocating tasks.

By when? - the timescale for improvements depends on a number of factors, including the severity of the likely injury and the priority rating of the risk. Do not forget to think of how easily an improvement can be made; if a low priority risk can be resolved cheaply and quickly, and then do so now, rather than waiting until other more complicated risks have been managed.

Date completed – always keep a record of the improvements you have made and when. This will help with keeping the risk assessments up to date. It will also help to judge whether control measures have been successful, for example, in reducing accident or sickness rates.

Guidance on Management of Health and Safety at Work

Main requirement

Managers must carry out risk assessments to eliminate or reduce risks. There is a need to record the significant findings of a risk assessment - it is not necessary to record risk assessments for trivial or insignificant risks. The risk assessment identify the hazards, who might be harmed, level of risk, what control measures are already in place and additional measures need to be implemented. Risk assessment should involve those who will undertaking the activity



Additional requirements:

A competent person must carry out the risk assessment involving those who may be undertaking the activity. A competent person is one who has the appropriate training, experience, knowledge and other qualities associated with the activity.

Managers must make arrangements for implementing the health and safety measures identified as by risk assessments to reduce the level of risk to as low as practicable



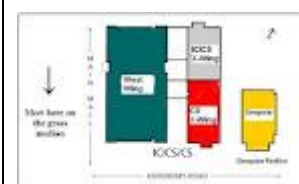
Managers must monitor and review those arrangements to ensure that they are in place and effective



Managers must appoint people with sufficient knowledge, skills, experience and training to help them to implement these arrangements.



Managers must set up emergency procedures and provide information about them to their employees and on communal sites, areas share this with other(s) organisation employees and non-employees



Managers must provide clear instruction information, supervision and training for employees and ensure that suitably competent people are appointed who are capable of carrying out the tasks entrusted to them



Managers must work together with any other employer(s) operating from the same workplace, sharing information on the risks that other employees staff may be exposed to (eg cleaning, catering or maintenance contractors) and vice versa



Managers must take particular account of risks to:

- new and expectant mothers
- young persons
- vulnerable persons.



PART F - New and Expectant Mothers, Model Risk Assessment

Site:	
Assessment No:	
Title of Activity:	Work involving new and expectant mothers
Location(s) of Work:	
New / Expectant Mother's Name:	
Expected due date (expectant mothers) :	

Hazard Identification: The table below sets out some hazards which may be relevant to new or expectant mothers working at When carrying out a risk assessment for a particular individual, identify all the hazards to the new or expectant mother and delete all of the hazards which are not relevant. Evaluate the hazards involved in the work activities and note whether the risk is low / medium / high. Describe the control measures which are required and specify these in the table (the general information on control measures noted in the table is for guidance only) and identify any further measures required. You will also need to take into account factors relevant to the individual. The risk assessment(s) will require to be reviewed and monitored on a regular basis as the pregnancy progresses.

Specific hazards (such as manual handling operations, hazardous substances, biological agents, display screen equipment) should be assessed on a separate risk assessment form and cross-referenced with this document.

Hazard(s)	Risk L/M/H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)	Risk after Control L/M/H
Lifting of heavy loads		<ol style="list-style-type: none"> 1. A manual handling risk assessment should already be in place. This must be re-assessed immediately and thereafter regularly reviewed as the pregnancy progresses. 2. Lifting operations which present a significant risk of injury must be avoided. 	
Work with display screen equipment (DSE)		<ol style="list-style-type: none"> 1. A DSE assessment should already be in place. This must be re-assessed and thereafter regularly reviewed as the pregnancy progresses. 2. Sitting for long periods of time should be avoided - more frequent breaks from the computer should be considered. 3. Ensure adequate space to move around the workstation 	

		especially as the pregnancy develops.	
Continuous standing / sitting		<ol style="list-style-type: none"> 1. Standing or sitting for long periods of time should be avoided especially as the pregnancy progresses. 2. Change the work pattern where appropriate to more frequently alternate periods of standing / sitting. 	
Lone / Out of Hours (LOOH) Working		<ol style="list-style-type: none"> 1. LOOH should be minimised or avoided where feasible. 2. Where LOOH work can not be avoided, a specific risk assessment should already be in place. This must be re-assessed and thereafter regularly reviewed as the pregnancy progresses. 3. Changes to hours of work may need to be considered. 	
Physical Assault		<ol style="list-style-type: none"> 1. Risk Assessment on this issue reviewed to take into account pregnant worker. 2. If high risk of assault consider removing worker from areas of risk. 	
<p>Work with Hazardous Substances, including:-</p> <p>Carcinogens (R40/ R45/ R49), Teratogens (R61/ R63/ R64/ R68), Mutagens (R46), Mercury or mercury derivatives, Lead or lead derivatives, Antimitotic (cytotoxic) drugs, Pesticides, etc</p>		<ol style="list-style-type: none"> 1. A COSHH assessment should already be in place. This must be re-assessed immediately and thereafter regularly reviewed as the pregnancy progresses. 2. Refer to relevant risk phrases 3. Work with substances which may present a significant risk to the mother and/or child must be avoided – remove the mother from specific high risk activities as appropriate. 4. Contact the Safety, Health and Wellbeing Team for general advice if necessary. 	
Work with biological materials including micro-organisms / GM work		<ol style="list-style-type: none"> 1. An assessment of the work with biological agents should already be in place. This should be re-assessed immediately and regularly reviewed as the pregnancy 	

		<p>develops to consider pathogens which present an additional risk in pregnancy.</p> <ol style="list-style-type: none"> 2. Consider risks associated with chemo-therapeutic agents used to treat laboratory acquired infections. 3. Consider vaccination issues and discuss with the SHAW Team if necessary. 4. Contact the SHAW Team for general advice if necessary. 	
Noise and Vibration		<ol style="list-style-type: none"> 1. Review risk assessment carried out on this issue. 2. If exposed to vibration consider reviewing work activities or significantly reducing levels of exposure. 3. If exposed to high levels of noise or vibration remove from work activity. 	
Work with ionising radiation		<ol style="list-style-type: none"> 1. An assessment of work with ionising radiation should already be in place and this should be re-assessed. 2. Contact the Schools Radiation Protection Officer for specific advice if necessary. 3. Contact the SHAW Team for general advice if necessary. 	
Discomfort / Stress / Fatigue		<ol style="list-style-type: none"> 1. Exposure to nauseating smells such as cooking or chemical odours may increase "morning sickness". Avoid or minimise exposure where feasible. 2. Consider more frequent / longer rest breaks where appropriate. 3. Minimise exposure to very high / low temperatures. 4. As the expectant mother increases in size consideration will require to be given to <ol style="list-style-type: none"> a. work in awkward or confined areas b. clothing – uniforms, PPE, etc c. mobility issues such as emergency evacuation in the later stages of pregnancy. 	

		5. Identify suitable private location for new / expectant mothers to rest and / or express milk. 6. Changes to hours of work may need to be considered in certain circumstances. 7. Ensure adequate maternity cover arrangements are in place.	
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**Continue on separate sheet if necessary*

Additional Information: Identify any additional information relevant to the work, including special emergency procedures, requirement for health surveillance etc.

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Assessment carried out by:

Name:		Date:	
Signature:		Review Date:	

PART G – RISK ASSESSMENT FOR YOUNG PEOPLE

Date:				Task/premises:			
Assessed by:				Specific location:			
Activity/Plant/ Materials etc.	Specific hazard(s) Presented	Characteristics that would put a young person particularly at risk	<u>Likelihood</u>	Worst case outcome	Risk OK (Y/N)	<u>Control measures/comments</u>	Discussed with parents /guardian (when and by whom)
Review Date:							
Person responsible for review:							

These assessments should give particular consideration to:

- the layout of the workplace and workstations
- exposure to physical, biological and chemical agents
- the form, range and use of equipment and the way in which it is handled
- the organisation of processes and activities
- the extent of the health and safety training provided or to be provided to young persons; and
- risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC on the protection of young people at work, (Ionising Radiation, work in high pressured atmospheres, some biological and chemical agents, etc).
- Restrictions on the work of young persons also exist on work with asbestos, lead and compounds thereof, work involving structural collapse or high voltage electrical hazards, woodworking machines, agricultural machinery; meat slicing machines, pace work and involving payment by results etc. The assessment must be recorded.