

Risk Assessment Completer

This guidance note should be used in conjunction with the Risk Assessment Template Document contained within this section.



It is important that The Risk Assessment:

- Is completed for every address / location. Where a business has multi locations a Risk Assessment for each location should be completed.
- The most current version of the Risk Assessment is completed

The purpose of this guide is to:

- Take you through the specific Template Risk Assessment step by step.
- Explain the design and format of the specific Risk Assessment.
- Provide guidance on how to complete the Risk Assessment.

Remember to carry out a Risk Assessments effectively you must:

- Have a sufficient level of competence to identify hazards, evaluate the associated risks and find ways to either eliminate / control them.
- Consider all reasonably foreseeable circumstances including those in which normal controls (such as guards) may have been disabled to carry out repairs or maintenance.
- Consider situations where there could be an immediate risk of danger e.g. if a fire breaks out or a piece of safety critical equipment fails.
- Prepare measures to ensure health and safety conditions are maintained until people reach safety or the danger is averted.
- Act upon the findings, eliminate risks where possible or reduce them to as low a level as is reasonably practicable. A business should base risk control measures on general principles of prevention.
- Ensure that the business takes into consideration any groups that are particularly vulnerable to injury or ill health e.g. those already disabled in some way, young people, new or expectant mothers or where the business owes any person a greater duty of care.
- Be aware that certain kinds of risk assessment may need to be carried out by those deemed competent to do so.

The template assessment contains all the HSE's five steps to risk assessment.

General Information

To complete the assessments simply download the document from XactAdvice. The assessment can then be completed using either method below:

Electronically – Save the document to your computer then open and complete the appropriate sections.

Manually – Print the document and complete the appropriate sections by hand.

You need to complete:



- Business Name
- Address of Location
- Person completing Risk Assessment
- Date Risk Assessment completed



Hazards

A Risk Assessment is a careful examination of what could cause harm to people in order that suitable control measures can be put in place to prevent harm from occurring. The objective is to ensure that no person gets hurt or become ill due to work activities or in the general course and conduct of business.

- **A hazard is something with the potential to cause harm.**
- **A risk is the probability of the harm being realised.**



Identification of Hazard

We have identified the hazards associated with this particular risk and these are shown in the hazards box.

For help and guidance in this area please call The Xact Helpline Team on 0845 665 3006.

Assessing the Degree of Risk

You need to assess the degree of risk.

This is a combination of:

- **The severity of injury likely if an accident happens**
- **The likely frequency of an accident occurring**



A simple table illustrates the methodology you need to adopt and the suggested scoring.

Severity	Score
Slight injury, low numbers of people affected	1
Major injury	2
Death	3
Frequency	Score
Slight chance of happening	1
High chance of happening	2
Will happen	3

Risk Rating (Severity x Frequency)	RA Score
1-3	1 – Low hazard or probability
4-6	2 – Medium hazard or may happen
7-9	3 – High hazard or likely to happen

Some general examples to highlight – how to assess and then score:

- If the injury is not severe but happens frequently, e.g. paper cuts, then the risk is low and may not need further control measures.
- If the injury may be serious but happens infrequently, e.g. injury from a fire, then the risk should be rated medium or high depending on circumstances with appropriate control actions stipulated.
- Injuries that may not be too serious that can happen on a regular basis would be rated at between low and medium.



Ascribing the degree of risk requires:

- **Competence** which is a mix of experience of both your own workplace and that of other workplaces in general.
- **Knowledge** of the working practices.
- **Understanding** of Health & Safety.

Scoring

Look at the hazards identified and applying the scoring methodology i.e. complete the scoring 1, 2 and 3 depending on the calculations of severity x frequency. A point to note is a risk should be considered at least medium, where death is a possible outcome of a hazard, even if all possible control actions are in place.

Specific Hazards

This requires identification of specific hazards particular to the activity or the locations.

These needs to be:

- Identified
- Assessed
- Scored



Persons exposed to Hazards

You need to decide what category of person could:

- Come into contact with the identified hazard
- Be harmed by the identified hazard

This should be noted in the "Persons Exposed to Hazard" box on the Risk Assessment.

Always remember to look at persons who may come indirectly into contact with the business e.g. cleaners, delivery drivers, visitors, customers and members of the public in general.

Control Measures

This section is key to any risk assessment.

Control measures are generally described as actions which need to be taken either to:

- Eliminate Risk
- Reduce Risk
- Comply with legislation

The risk assessment template has been designed to ask the relevant questions on hazards / compliance issues specific to that risk assessment and the control measures necessary to either eliminate / reduce risk and / or comply with legislation.

Each question is open and you should answer:



- | | | |
|-----|---|--|
| Yes | - | The control measure is currently in place and in operation |
| No | - | The issue / activity is relevant and the control measure is not in place |
| N/A | - | The issue / activity is not relevant and does not apply to the business |



Dealing with the responses in sequence:

Answer to question – Yes

You have confirmed that issue / activity is relevant to your operation and the control measure is in place.

- **No further action is required**

Answer to question – No

You have identified the issue / activity is relevant to your operation and the control measure required is not in place.

This means that there is a risk present or a non compliance with legislation with no control actions in place.

The business is therefore at risk from the possible injury to persons and could face possible prosecution and civil action for said injuries.

A 'Control Action' is therefore needed to either:

- Eliminate the risk
- Reduce the risk to as low as is reasonably practicable

Remember any control actions should be:

- Pragmatic
- Appropriate to the business
- Affordable to the business



There is very little benefit in recommending control actions which are either impracticable or cannot be implemented due to cost.

In the majority of questions within the control measures section the recommended control measure is the fulfilment of the issue raised by the question.

Recommended Action

When the control measures section has been completed all of the issues which have elicited a NO answer need to be reviewed and taken forward into the recommended action section.

The actions which need to be taken to:

- Eliminate Risk
- Reduce the risk

Need to be recorded in this section

The person(s) who is responsible for carrying out the control measure / action to:

- Eliminate the Risk
- Reduce the Risk

Needs to be identified against each control / action and the recommended date for completion must be inserted.

Action Plan

Please transfer a summary of all recommended actions to the Action Plan contained in this general section.