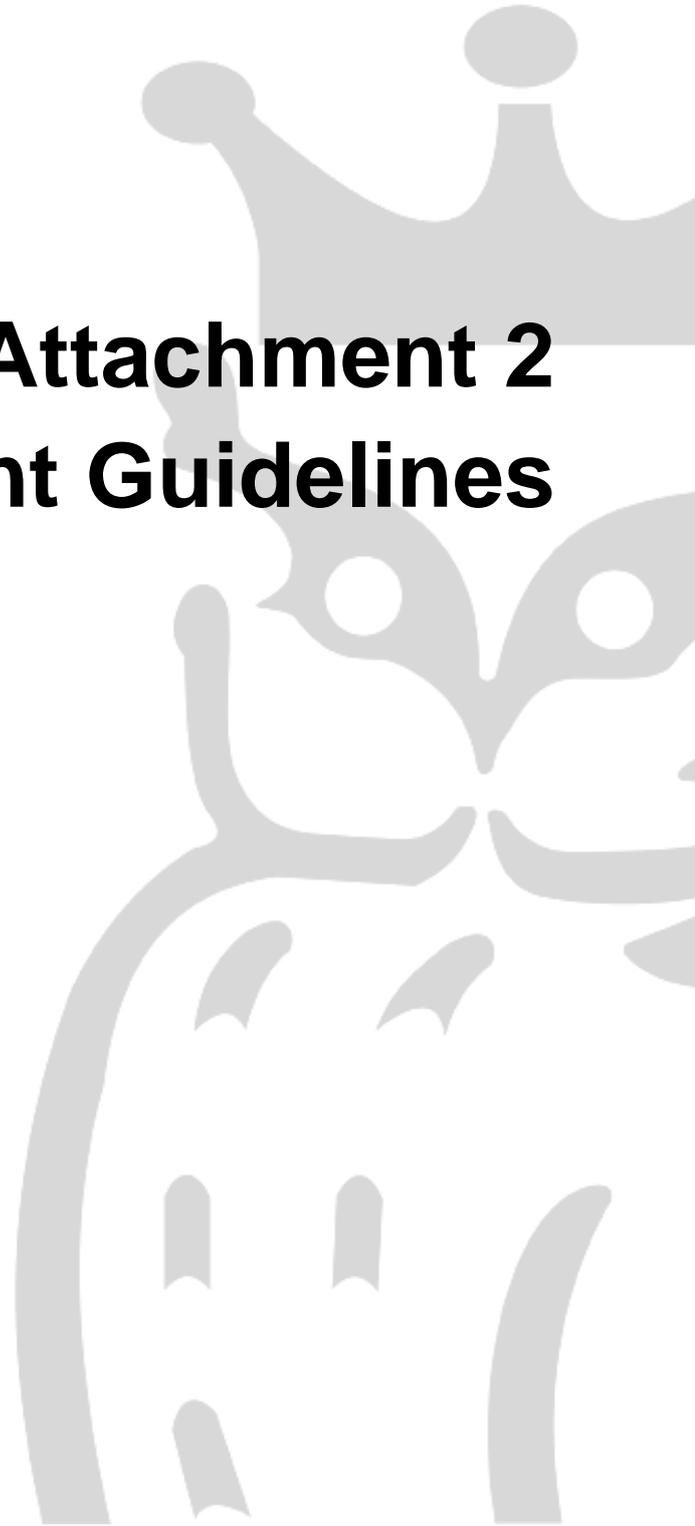


# **Attachment 2**

# **Risk Assessment Guidelines**



## Contents

- Page 3: Guidance on writing a risk assessment
- Page 6: Blank risk assessment
- Page 7: Possible hazards
- Page 8: Risk assessment instruction recording form

## **1. Purpose and Scope**

**1.1** Leeds City Council (LCC) believes that in addition to being a legal requirement, sensible risk management underpins the health and safety management system.

A suitable and sufficient risk assessment is essential in ensuring that hazards are identified and the risks they present are effectively reduced so far as is reasonably practicable, by the application of adequate control measures.

This document details how risk assessment is carried out throughout LCC with regard to Health and Safety

## **2. Process**

**2.1** Activities that require risk assessment are identified at Service Level, together with those responsible for conducting the assessments. The level of detail in the risk assessment should be proportionate to the risk. This information is recorded locally.

**2.2** Only those familiar with the activity, the location and having the necessary competence, should conduct risk assessments.

**2.3** Risk Assessment is a five step process, see risk assessment form:

- Identify the hazards, for example: materials; equipment etc, refer to hazard prompt list at the end of this document for a fuller sample
- Decide who might be harmed and how. For example; visitors, contractors; employees, members of the public etc.
- Evaluate the risks and decide on precautions. Decide whether existing controls are adequate or whether more should be done
- Record the findings and implement them.
- Review the assessment and update if necessary i.e. when there has been a significant change to the matters to which it relates, or there is reason to suspect it is no longer valid, or if an injury occurs which highlights where further controls can be adopted to reduce the likelihood of a similar accident/injury. If none of these, the assessment should be reviewed after a maximum of 12 months.

**2.4** When identifying control measures, consideration must be given to the hierarchy of controls (see risk reduction table at end of document)

**2.5** Risk assessments are carried out using the risk assessment record (below) and should include risks to safety, health and risks to the environment as necessary.

**2.6** Risk assessment determines the required level of competency, training, instruction, supervision and monitoring as part of the control measures.

**2.8** On completion of each risk assessment, the findings are incorporated into working practices, to ensure that risks are minimised, and the control measures are communicated to employees

## 2.9 Process Map

Prior to risk assessment	<ul style="list-style-type: none"><li>• Identify activities to be assessed</li><li>• Identify who will conduct each assessment</li><li>• Record this on the risk assessment locally</li><li>• How can people be harmed?</li></ul>
<b>1</b> Identify the hazards	A hazard is anything that may cause harm, for example: materials; equipment, extreme weather, dogs, electricity etc. Refer to the hazard prompt list (at end of this document) for a fuller sample. Need to consider foreseeable situations, conditions etc.
<b>2</b> Decide who might be harmed and how, for example; visitors; contractors; employees etc.	For each hazard, state who might be harmed Ensure staff and/or their representatives are involved in the risk assessment Ensure those at greater risk are identified, e.g. vulnerable people, pregnant women and ensure that control measures are effective in all probable circumstances
<b>3</b> Evaluate the risks arising from the hazards and decide whether existing controls are adequate or more should be done.	Having spotted the hazards, decisions need to be made on what to do about them. The risk is the probability that somebody could be harmed by the hazards and how serious the impact could be. Look at what you are already doing – the controls you have in place and how the work is organised, compare with good practice, and see if there's more you should be doing to reduce probability and/or impact. Use the risk reduction table, look for practical solutions. If numerous improvements are required, make an action plan giving time scales to deal with the most important things first.
<b>4</b> Record your findings on the risk assessment record, and implement them.	<ul style="list-style-type: none"><li>• Complete risk assessment record</li><li>• Put the results of the risk assessment into practice</li><li>• Include the review date</li><li>• Make staff aware of the contents of risk assessments and the control measures for safe working.</li></ul>
<b>5</b> Review in line with the annual review date, or where there has been a significant change in the activity, or there is reason to suspect it is no longer valid.	Ensure the actual practices are re-assessed through observation rather than the documented system In the case of a new activity, a change to working practice or equipment, or after an incident, complete a new risk assessment

### 3. **Records**

3.1 It is recommended that copies of superseded risk assessments or assessments which are no longer in use are kept for 3½ years minimum

3.2 Where risk assessments cover activities involving children, it is recommended that copies of the assessment are kept until the children reach the age of 21

### 4. **Roles and Responsibilities**

4.1 **The Bookings and Licensing team** are responsible for:

- Judging whether those who conduct risk assessments have the required competence (based on the quality of the risk assessment and other event booking details)
- 

4.2 **Event organisers** are responsible for:

- Ensuring risk assessments are conducted for activities under their control, seeking advice from local HR health and safety teams and safety representatives where appropriate.
- Ensuring that risk assessments are adequately recorded
- Ensuring that controls are put in place
- Ensuring that staff or their representatives are involved wherever practical in the risk assessment process.
- Ensuring staff/volunteers under their control are aware of the contents of risk assessments and the control measures for safe working, and that this information is recorded locally on the risk assessment instruction record (see sheet below)
- Maintaining risk assessment instruction records
- Ensuring risk assessments are up to date.
- Ensuring risk assessments are carried out for any new work before commencement.
- Where more complicated assessments are required, bringing in competent health and safety advice from professionals (advice on this can be gained from Bookings and Licensing team).

4.4 **Event staff/volunteers** are responsible for:

- Complying with the control measures specified by risk assessment
- Reporting any deficiencies/hazards not identified



**Blank Risk Assessment Form**
**Issue No.**

<b>SERVICE:</b>				<b>LOCATION:</b>			
<b>ACTIVITY:</b>							
<b>Responsible Manager</b>				<b>Signature</b>		<b>Date</b>	
<b>Assessment by</b>				<b>Signature</b>		<b>Date</b>	
						<b>Review Date</b>	
<b>What are the hazards?</b>	<b>Who might be harmed and how</b>	<b>Evaluate the risks. What are you already doing?</b>		<b>What further action is necessary?</b>	<b>Action By Whom?</b>	<b>Action By When?</b>	<b>Complete Y/N (Date)</b>

## Hazard Prompt List

During a work activity could the following hazards exist?

- Hazards from moving, flying or falling objects
- Hazards from vehicle movements
- Hazards from something fixed or stationary, e.g. consider space constraints like headroom, confined spaces, protrusions etc
- Handling, lifting or carrying issues
- Slips, trips or falls on the same level
- Working at height
- Trapped by something collapsing
- Drowned or asphyxiated
- Exposed to or in contact with a harmful substance by inhalation, ingestion or absorption through the skin or mucous membranes
- Infectious diseases
- Exposed to fire
- Exposed to an explosion
- Injured by animal
- Contact with electricity (or electrical discharge)
- Radiation
- Noise
- Vibration
- Lone working
- Verbal Abuse and/or
- Physical assault
- Inadequate hygiene facilities
- Access to drinking water
- Stress
- Poor thermal environment e.g. too hot/too cold/too humid
- Lighting levels
- Contractors activities

N.B. This list is not exhaustive.

## Risk Reduction

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually remains.

When controlling risks, apply the principles below when deciding preventive and protective measures. If possible in the following order:

- Avoid the risks altogether, can I get rid of the hazard altogether?

If not:

- Deal with problems at source
- Adapt work to the individual, e.g. organise work to reduce exposure to the hazard
- Adapt with technical progress, prevent access to the hazard, e.g. by guarding
- Replace the dangerous by the non-dangerous or less dangerous, e.g. switch to using a less hazardous chemical
- Protect the workplace, giving collective protective measures priority over individual protective measures, e.g. put barriers between pedestrians and traffic
- Use PPE as a last resort, e.g. Clothing, footwear, goggles etc.
- Provide welfare facilities, e.g. First aid and washing facilities for removal of contamination

When considering the adequacy of controls, any absolute legal requirements should be identified.

Improving health and safety need not be expensive; for instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents is a low-cost precaution considering the risks. Failure to take simple precautions can cost a lot more if an accident does happen.

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.

On completion of each assessment, the findings should be incorporated into the working practices/procedure for that activity.

Has adequate information, instruction and training been provided?

If not indicate what more needs to be done, by whom and by when.

Set a date for review and remember risk assessment review will also be required when changes to task/equipment/staff or incidents occur.

