

Key Learning Point - KLP

Risk Assessments**KLP**

Make sure risk assessment is read and understood

What is a risk assessment?

A risk assessment is the systematic review of identifying hazards and evaluating any associated risks within a workplace, then implementing controls to either remove or reduce the risks. You must ensure one is available, read and understood before any work activity is undertaken.

HSE's 5 steps to creating a risk assessment

1.

Identify the Hazards

This is process driven. Examples can be trailing cables, uneven floors, vibration, noise, dust, cleaning fluids etc.,

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Check all hazards made safe.
Dynamic Risk Assessment

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Check area for people at risk before starting work

2.

Decide who could be harmed and how

It is important to understand how controls will work and for who.

3.

Evaluate the risk and decide on controls

This is very important. You will need to look at every hazard and what controls are already in place for the hazard. i.e., Electricity – There is insulation, double insulation, fuses, RCD's, fixed wired testing and also PAT testing.

You will need to determine how controls are used e.g., a laptop – how many accidents of this nature and the risk rate. If it is too high, then additional controls will be required (ALARP). If needed, an action plan can be created with dates and accountability assigned.

4.

Record the findings and implement and inform

All employees need to have read and understood the risk assessment, understand the hazards, controls, and outcomes of exposures. The aim is to make it As low as is reasonably practicable. Another example is with Dust – Asthma or COPD – difficulty breathing or coughing.

5.

Review and update where required

As significant change occurs i.e., people, process, use of substance or legislation for example.

Create a review date such as annually or every 2 years – But this will depend on the level of risk! So far as is Reasonably Practicable – Time, Money, Effort against the reduction in risks and numbers affected.

A risk assessment must be suitable and sufficient, have identified all significant hazards with controls implemented to manage that risk to an acceptable level.

Hierarchy of controls to be applied by a competent risk assessor.



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If unsure of Risk, ASK!

Register of Toolbox Talks

The following individuals have received the toolbox talk on Risk assessment, have understood the content, and agree to abide by the relevant Health and Safety regulations.

Name	Signature	Date

I can confirm that I have conducted the Toolbox talk on Risk assessment:

Name: _____

Signature: _____

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Competency is key

Need Support with your Health and Safety?

At Sureteam our advice is always practical, pragmatic and personalised to the needs and environment of your business and staff.

We work with companies across a range of sectors and can be involved in one-off projects or longer-term consultancy. We can carry out tasks like risk assessments or train your staff to be able to do them.

For more information take a look at [our website](http://www.sureteam.co.uk) or call our friendly team on 01666 503686 to discuss your needs.