

St Bartholomew & All Saints
Parochial Church Council

Health & Safety Guidance

Section C.03 – Risk Assessment

Document No: SBC.05
Issue No: 02
Issue Date: Aug 2014
Review Date: Aug 2017

Document Change Record

<u>Change No.</u>	<u>Date</u>	<u>Change</u>	<u>Reason for Change</u>
1	08/2014	Page 1, 'Issue No' – delete 01, insert 02	Periodic Review
		Page 1, 'Issue Date:' – delete May 2009, insert August 2014	
		Page1, 'Review Date:' – delete May 2012, insert August 2017	

Section C.03 – Risk Assessment

Introduction

The Management of Health and Safety at Work Regulations 1999 place a legal duty on employers to make a “*suitable and sufficient*” assessment of the risks to the health and safety of their employees and any others who may be affected by their work or business. This will enable them to identify the preventive measures they need to take to comply with health and safety law.

In practice this will entail a systematic general examination of the effect of their undertaking, their work activities and the condition of the premises. It is a process which carefully examines what could cause harm to people.

General Principles of Risk Assessment

A risk assessment is carried out to identify the risk to health and safety to any person arising out of, or in connection with, work or the conduct of an undertaking. It should identify how the risks arise and how they impact on those affected. This information is needed to make decisions on how to manage those risks so that the decisions are made in an informed, rational and structured manner, and the action taken is proportionate. Experience suggests that, in the majority of cases, adopting good practice will be enough to ensure risks are reduced sufficiently.

A risk assessment should usually involve identifying the hazards present in any working environment or arising out of work activities, and evaluating the extent of the risks involved, taking into account existing precautions and their effectiveness.

For the purposes of this Policy:

- a) a hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation);
- b) a risk is the likelihood of potential harm from the hazard being realised. The extent of the risk will depend on:
 - (i) the likelihood of that harm occurring;
 - (ii) the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
 - (iii) the population which might be affected by the hazard, i.e. the number of people who might be exposed.

Although ‘suitable and sufficient’ is not defined, in practice the risk assessment should identify risks arising from or in connection with work. The level of detail in a risk assessment should be proportionate to the risk. Once the risks are assessed and taken into account, insignificant risks can usually be ignored, as can risks arising from routine

activities associated with life in general, unless the work activity compounds or significantly alters those risks.

A well-planned and executed risk assessment should answer the following questions:

- Are there hazards present that have not yet been recognised?
- Are there hazards that present a greater (or lower) risk than was previously thought?
- Is it possible to eliminate the hazard altogether?
- Is it possible to reduce the harm that the hazard might cause?
- Are any existing health and safety precautions adequate to protect people from the hazard?
- Could an improved standard of protection be achieved for the same cost?
- Are there better, more cost effective, ways of achieving the same standards of protection?

Five Steps to Risk Assessment

- Step 1: Identify what the hazards are
- Step 2: Identify who might be harmed and how
- Step 3: Evaluate the risks from the identified hazards and decide on preventive measures. Where risks are already controlled in some way, the effectiveness of those controls needs to be considered when assessing the extent of the risk which remains.
- Step 4: Record the findings and implement them
- Step 5: Review the risk assessment and update if necessary

Risk Evaluation/Rating

Risk assessment is intended as a tool that will provide an inventory of action necessary to reduce any risks. For this action plan to be produced it will be necessary to adopt a method of placing the risks identified in priority order. This will enable an informed judgement to be made on what control measures (if any) are required and in what order they need to be actioned to reduce the risk to an acceptable level.

A simple 'risk assessment calculator' entails allocating both the likelihood of something happening and the severity of injury if something does happen, a numerical value in the range 1 to 3 and then multiplying these together to produce a numerical risk rating in the range 1 to 9.

The implementation of additional controls can then be prioritised as follows:

- ❖ **Risk Rating 1-2 = Low priority** – no action may be required
- ❖ **Risk Rating 3-4 = Medium priority** – additional control measures may be necessary
- ❖ **Risk Rating 6-9 = High priority** – may be necessary to stop activity/work until action has been taken

The Risk Assessment Form adopted by the PCC may be found at the end of this document. This includes provision for the risk assessment calculator.

A representative hazard checklist is provided at Appendix 1.

Appendix 1 - Hazard Checklist

This hazard checklist is representative only and there may be additional, unidentified hazards which may need to be taken into consideration when undertaking a risk assessment. Not all hazards will be present in all situations.

The hazard checklist is arranged as follows:

- Hazards associated with plant and equipment (including non-powered plant and hand tools.
- Hazards associated with materials and substances.
- Hazards associated with the workplace
- Hazards associated with the work environment.
- Hazards associated with work methods.
- Hazards associated with work organisation.
- Other types of hazard.

Hazards associated with plant and equipment

1. Mechanical

Trapping Hazards	Impact Hazards (includes puncture)	Contact Hazards (cutting, friction or abrasion)	Entanglement Hazards (rotating parts)	Ejection Hazards (workpiece or part of tool)
<ul style="list-style-type: none"> • two moving parts or one moving part and a fixed surface • vee belt and pulley • guillotine • scissors • stapler • using hammer 	<ul style="list-style-type: none"> • something that may strike or stab someone or can be struck against • moving vehicle • sewing machine • drill • hypodermic needle • pendulum 	<ul style="list-style-type: none"> • something sharp or with a rough surface • knife, chisel, saw etc • blender blade • circular saw blade • sanding belt • abrasive wheel • hover mower • blade 	<ul style="list-style-type: none"> • drill chuck and bit • abrasive wheel 	<ul style="list-style-type: none"> • using hammer and chisel • abrasive wheel

2. Electrical, Pressure, Stored Energy, Stability and Overloading

Electrical Hazards	Pressure Hazards	Stored Energy Hazards	Stability Hazards	Overload/Defective (due to mechanical failure)
<p>Electricity:</p> <ul style="list-style-type: none"> • electricity above 240v • electricity (240v) • electricity (110v) • extra low voltage electricity 		<ul style="list-style-type: none"> • springs under tension • springs under compression • counterweight 	<ul style="list-style-type: none"> • machine not bolted down • mobile scaffold too high • scaffold not tied 	<ul style="list-style-type: none"> • chain sling • eye bolt overload • scaffold overload

Ignition sources: • static • batteries				
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3. Radiation, Noise, Vibration and Thermal

Radiation Hazards	Noise hazards	Vibration hazards	Thermal hazards
Non-ionising radiation: • microwave • radio frequency	• pneumatic drill • operation of plant	• pneumatic drill • operation of plant	

Hazards associated with materials and substances

4. Fire/Explosion

Combustion hazards	Fire/Explosion Hazards	Oxidising Substances	Dust Explosion
• paper store • grease • straw • plastic foam	• petrol		• wood dust • flour/grain dust

5. Hazardous Substances

Corrosive/Irritant	Dust Hazards	Fumes	Vapours	Gases
• acids • caustic soda • man-made mineral fibre	• asbestos • silica dust • dust mite faeces • pigeon droppings • grain dust • wood dust • cement dust	• lead • rubber • asphalt • solder		• carbon monoxide

5. Hazardous Substances (cont'd)

Mists	Asphyxiants	Ingestion	Contact
• oil • inks	• carbon dioxide	• toxic/harmful/corrosive/irritant liquids • poisons • contaminated food and drink	• rough timber • concrete blocks • frozen food • hot surfaces

6. Hazards Associated with the Workplace

Access	Work at Height	Obstruction	Stacking/Storing	Work Over/Near Liquids, Dusts etc
Trips/Slips: • damaged floors • trailing cables • oil spills • water on floor • debris	• fragile roof • edge of roof • edge of mezzanine floor • work on ladder • erecting	• low headroom • sharp projections	• high stacks • insecure stacks • inadequate racking • stacking at height	

<ul style="list-style-type: none"> wet grass sloping surface uneven steps changes in floor level <p>Access:</p> <ul style="list-style-type: none"> locked exits obstructed egress long exit route 	<ul style="list-style-type: none"> scaffold hole in floor 			
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7. Hazards Associated with the Work Environment

Light	Temperature	Confined Spaces	Ventilation
<ul style="list-style-type: none"> glare poor lighting stroboscopic effect 	<p>Outdoor Work:</p> <ul style="list-style-type: none"> hot weather cold weather wind-chill factor rain, snow etc 	<ul style="list-style-type: none"> basement unventilated room plant room 	<ul style="list-style-type: none"> fumes odours tobacco smoke

8. Hazards Associated with Work Methods

Manual Handling	Repetitive Movements	Posture
<ul style="list-style-type: none"> lifting lowering carrying pushing pulling rough loads 	<ul style="list-style-type: none"> keyboard work using screwdriver using hammer and/or chisel 	<ul style="list-style-type: none"> seated work work above head height work at floor level

9. Hazards Associated with Work Organisation

Contractors	Organisation of Work	Work in Public Areas
<ul style="list-style-type: none"> work above employees use of harmful substances contractors welding process fumes services (e.g. underground cables) stored hazardous materials hot work 	<ul style="list-style-type: none"> monotonous work stress too much work lack of control of job work too demanding 	<ul style="list-style-type: none"> trailing cables traffic/plant movement obstructions to disabled/blind/ill obstruction to prams/wheelchairs work above public

10. Other Types of Hazard

Attack by Animals	Attack by People	Natural Hazards
<ul style="list-style-type: none"> bees wasps dog fleas 	<ul style="list-style-type: none"> criminal attack angry visitor intoxicated person drug abuser mentally ill person 	<ul style="list-style-type: none"> lightning flash flood

Risk Assessment Form [sheet ___ of ___ sheets]

Location of work/activity:	
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Outline of work/activity:	
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What are the hazards?	
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Who might be exposed to the hazards?	
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What are the existing control measures?	
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Risk rating calculator	Likelihood: (L)		Severity: (S)		Risk: (L x S)	
	1 = Low (seldom) 2 = Medium (frequently) 3 = High (certain or near certain)		1 = Low (minor cuts and bruises) 2 = Medium (serious injury or incapacitated for 3 days or more) 3 = High (fatality or a number of persons seriously injured)		1-2 = Low priority (no action may be required) 3-4 = Medium priority (additional control measures may be necessary) 6-9 = High priority (may be necessary to stop activity until action has been taken)	

Are existing control measures adequate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If NO, additional controls and actions required	
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Assessment by:	Name:	Signature:	Date:
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