

Elliot Nash Limited Risk Assessment Process Guidance (SHE 4)

Risk Assessment

Risk assessment is a tool to help Elliott Nash Limited as an organisation to prevent accidents and ill health occurring. The requirement for risk assessment was first legally introduced in 1992 with the Management of Health and Safety at Work Regulations, even though the concept was contained within the Health and Safety at Work Etc Act 1974. The current regulations are, The Management of Health and Safety at Work Regulations 1999.

The regulations require all employers and self-employed people to assess the risk to workers and any others who may be affected by their work or business.

Organisations with five or more employees must record the significant findings of their risk assessment. Even companies with less than five employees must carry out the process of risk assessment and it is recommended that the significant findings are recorded.

Step 1

Look for different types of hazards within the workplace. These could include chemicals, work equipment, animals and work activities.

Definition – **Hazard** – anything with the potential to cause harm.

Step 2

Decide who might be harmed and to what extent. Consider employees, visitors, contractors and members of the public. Pay particular attention to young workers, trainees and new or expectant mothers.

Step 3

Asses the risk of the hazard causing harm. This will help to determine whether or not anything else can be done to reduce the likelihood further. This will usually involve monitoring and reviewing existing control measures and practices. A risk of harm will always exist and the risk assessment process will help you decide whether any further action needs to be taken to reduce the risk. A useful way of carrying out your risk assessment is to prioritise these remaining risks. They could be categorised as high, medium or low. The risk assessments need to be suitable and sufficient in order to address the category of risk. Staff should be made aware and trained in the procedures in place for controlling the hazard.

Definition – **Risk** – the likelihood of that hazard causing harm or injury.

Step 4

By carrying out written risk assessments this will ensure that the process is systematic and consistent and gives you a record of the process you have used to reach your conclusions. This will also help you to monitor the systems in place to reduce the likelihood of injury occurring. A method of doing this might include a weekly checklist for a particular piece of work equipment or activity.

Section	Revision No	Issue Date	Review Date	Approved
SHE 4	1	July 2011	July 2012	Yes/BMP

Step 5

The hazards associated with your workplace or the nature of your business may change from time to time, and it is therefore important to periodically review your risk assessment to see if they are still appropriate. If any changes occur, staff should be made aware of the detail of the changes. This may also result in additional training being required.

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