

Dawlish Town Council

Risk Assessment Policy

1. Statement of Policy

The Management of Health and Safety at Work Regulations 1999 (MHSWR) build upon the general duties contained in the Health and Safety at Work Act 1974 and include a requirement to assess the risks to health and safety to employees and others arising out of the employer's undertaking. The Council will strive to comply with these regulations and will carry out risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.

General risk assessments will be carried out on all Council workplaces and on all activities organised by the Council. Risk assessments are primarily a management responsibility but will be carried out, where possible, using a team approach and involving staff who are familiar with the work of the areas. Where an employer employs five or more people there is a legal requirement for written assessments to be produced.

Activities of short duration may also need a risk assessment. Public events organised by the Council will require a risk assessment, particularly where they involve large numbers of people. Small scale construction or maintenance works carried out using Council employees and / or contractors may well need risk assessment depending on the nature of the work (hazards involved), the duration and the possible effects on others. Where contractors are used and for larger projects the person arranging the contract must ensure that the contractors have carried out an adequate risk assessment on the proposed work.

The risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles set out in regulation 4 of the Management of Health and Safety at Work Regulations 1999. Where required by other regulations, more specific assessments will be carried out.

2. Organisation and Arrangements

2.1 The Town Clerk

will :-

- ensure that risk assessments are carried out for areas and activities under their control;
- ensure that such assessments are updated at regular intervals or whenever there is reason to believe that the assessment is no longer valid;
- ensure that risk assessments are adequately recorded and documented;
- ensure that action is taken to adequately control risks to health and safety identified by the assessment;
- liaise with the Health Safety and Welfare Officer to ensure that risk assessments are suitable and sufficient as required by regulation 3(1) of the Management of Health and Safety at Work Regulations 1999;
- ensure that staff under their control are kept adequately informed of risks to health or safety and also of any control measures provided;
- ensure, for areas under their control, that contractors or visitors to the areas who may be exposed to risk are adequately informed of the risk and any required precautions or preventive measures;
- hold copies of risk assessment documents that apply to areas under their control.

2.2 Contractors

Where contractors are used to carry out a task they are responsible for assessing the risks arising from their activities. It is not for the Council to do risk assessment for contractors. This applies to a wide range of tasks for which we engage contractors and is not limited to construction works. The Council does, however, have a responsibility to ensure that works carried out on its behalf are performed with due regard to health and safety. Checking of contractor's risk assessments is an important part of this.

Any person engaging contractors will :-

- where necessary, ensure that the contractors have carried out an adequate risk assessment on the proposed work;
- where there is any doubt as to the adequacy of a contractor's risk assessment or where further advice is required, will submit the risk assessment to the Town Clerk for approval;
- ensure that contractors working on Council property are informed of any risks to their health or safety inherent in the property or arising from Council activities carried out at the property.

2.3 Town Clerk

The Town Clerk will :-

- keep a central record of risk assessments;
- give advice and, where appropriate, assistance in carrying out risk assessments;
- develop and deliver training in risk assessment techniques where this is appropriate, e.g. for line managers and members of risk assessment teams.

Appendix 1

Guidance on what a risk assessment should do

A risk assessment should:

- (a) ensure that all relevant risks or hazards are addressed;
 - (i) the aim is to identify the significant risks in the workplace. Do not obscure those risks with an excess of information or by concentrating on trivial risks;
 - (ii) in most cases, first identify the hazards, i.e. those aspects of work (e.g. substances or equipment used, work processes or work organisation) which have the potential to cause harm;
 - (iii) if there are specific Acts or Regulations to be complied with, these may help to identify the hazards;
 - (iv) assess the risks from the identified hazards; if there are no hazards there are no risks. Some risks may already be controlled in some way, whether by deliberate measures or by the circumstances in which they are found. The effectiveness of these controls needs to be taken into account in assessing the residual risk;
 - (v) be systematic in looking at hazards and risks. For example it may be necessary to look at hazards or risks in groups such as machinery, transport, substances, electrical etc. In other cases an operation by operation approach may be needed, e.g. materials in production, dispatch, offices, etc;
 - (vi) ensure all aspects of the work activity are reviewed.
- (b) address what actually happens in the workplace or during the work activity;
 - (i) actual practice may differ from the works manual; indeed this is frequently a route whereby risks creep in unnoticed;
 - (ii) think about the non-routine operations, e.g maintenance operations, loading / unloading, changes in production cycles;
 - (iii) interruptions to the work activity are a frequent cause of accidents. Look at management of such incidents and the procedures to be followed;

- (c) ensure that all groups of employees and others who might be affected are considered;

do not forget office staff, night cleaners, maintenance staff, security guards, visitors;

- (d) identify groups of workers who may be particularly at risk;

for example young or inexperienced workers; those who work alone; any disabled staff;

- (e) take account of any existing preventive or precautionary measures;

they may already reduce the risk sufficiently in terms of what needs to be done to comply with the relevant statutory provisions. *But* are they working properly? Does action need to be taken to ensure that they are properly maintained?

Appendix 2

Extract from Schedule 1 to the Management of Health and Safety at Work Regulations 1999

General Principles of prevention (hierarchy of control):

- (a) avoiding risks;
- (b) evaluating the risks which cannot be avoided;
- (c) combating the risks at source;
- (d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- (e) adapting to technical progress;
- (f) replacing the dangerous by the non-dangerous or the less dangerous;
- (g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- (h) giving collective protective measures priority over individual protective measures; and
- (i) giving appropriate instructions to employees.

Appendix 3

Extract from guidance on regulation 4 of the Management of Health and Safety at Work Regulations 1999

Preventive and Protective measures (hierarchy of control):

- (a) If possible to avoid a risk altogether, e.g. do the work in a different way taking care not to introduce new hazards;
- (b) evaluate risks that cannot be avoided by carrying out a risk assessment;
- (c) combat risks at source, rather than by palliative measures. So, if the steps are slippery, treating or replacing them is better than providing a warning sign;
- (d) adapt work to the requirements of the individual (consulting those who will be affected when designing workplaces, selecting work and personal protective equipment and drawing up working and safety procedures and methods of production). Aim to alleviate monotonous work and paced working at a predetermined rate, and increase the control individuals have over work they are responsible for;
- (e) *take advantage of technological and technical progress*, which often offers opportunities for improving working methods and making them safer;
- (f) implement risk prevention measures to form part of a coherent policy and approach. This will progressively reduce those risks that cannot be prevented or avoided altogether, and which will take account of the way the work is to be organised, the working conditions, the environment and any relevant social factors. Health and safety policies required under Section 2(3) of the Health and Safety at Work Act should be prepared and applied by reference to these principles;
- (g) give priority to those measures which protect the whole workplace and everyone who works there, and so give the greatest benefit (i.e. give collective protective measures priority over individual measures);
- (h) ensure that workers, whether employees or self-employed understand what they must do;
- (j) the existence of an active health and safety culture should exist within an organisation. That means avoidance, prevention and reduction of risks at work must be accepted as part of the organisation's approach and attitude to all its activities. It should be recognised at all levels of the organisation from junior to senior management.

Appendix 4

Forms for general risk assessment

- recommended form for general risk assessments (two sides)
- table giving severity and likelihood factors (based on Croner's Guide to Risk assessment)
- severity / likelihood matrix and notes for interpreting risk factors (two sides) (based on Croner's Guide to Risk assessment)

General risk assessment

location and activity information sheet

Num :

Directorate / Department :		
Site :		
Location within site :		
Manager responsible :	Manager's job title :	
Assessor :	Assessment date :	Re-assess by :
Description of operation, activity or process :		
How often is this carried out (hourly, daily, weekly?) :		
How long does it take (minutes, hours, all day?) :		
Assessor's comments :		

NB See Hazard and risk detail sheet or sheets for details

General Risk Assessment Form

hazard and risk detail sheet

LOCATION :
 ASSESSMENT No.:
 DETAIL SHEET No :

No.	Significant Hazards	Persons in Danger	Current control measures	Severity 1 - 10	Likelihood 1 - 10	Rate S. x L.	Additional control measures required / comments

NB This sheet must be accompanied by a location and activity information sheet

Risk Factors (Croner's)

Severity

Multiple death.....	10
Single death.....	8
Major injury/damage, disabling illness	6
Lost time injury, illness, damage	4
Minor injury/damage.....	2
Delay/inconvenience	1

Likelihood

Certain.....	10
Very likely	8
Likely	6
May happen.....	4
Unlikely.....	2
Very unlikely	1

Severity / Likelihood Matrix (Croner's)

Likelihood	Severity					
	Multiple death	Single death	Major injury	Lost time injury	Minor injury	Delay
Certain	100	80	60	40	20	10
Very likely	80	64	48	32	16	8
Likely	60	48	36	24	12	6
May happen	40	32	24	16	8	4
Unlikely	20	16	12	8	4	2
Very unlikely	10	8	6	4	2	1

Interpretation of risk rating matrix (Croner's)

1. Risk ratings in the unshaded area can usually be considered as **trivial risk**.
2. Risk ratings that appear in the shaded area below the double line can be considered as **adequately controlled risk**.
3. Risk ratings above the double line must be considered as **not adequately controlled**. Further controls will be required. In the case of the darker shaded areas consideration should be given to suspending the work until controls are introduced.
4. Between the two double lines is an area where an informed decision will have to be made as to whether the risk is adequately controlled or not. Health and Safety Executive guidance and other publications may be helpful in deciding on what, if anything, should be done.