

## Guidelines for completing a risk assessment

### HAZARD IDENTIFICATION, RISK IDENTIFICATION AND RATING, CONTROL MEASURES AND ACTION PLAN (BS 8800 Model)

The purpose of this risk analysis is to obtain an idea of the size or scale of the risk. This is to ensure that the hazards identified are prioritised for further action to be taken. The risks that are identified should be based on the potential severity of harm and the likelihood that it will occur. The assessment is subjective with little value for assigning a numeric value.

#### Severity of harm

The severity of harm is based on the information of the activities and observation of the site together with:

- Parts of the body likely to be affected
- Nature of harm ranging from slight to extremely harmful.

<b>Slightly harmful</b>	e.g. superficial injuries; minor cuts and bruises, eye irritation from dust; nuisance and irritation etc
<b>Harmful</b>	e.g. lacerations, burns, concussion, serious sprains, minor fractures, deafness, dermatitis, asthma, work related upper limb disorders, etc.
<b>Extremely harmful</b>	e.g. amputations, major fractures, poisonings, multiple injuries, fatal injuries, occupational cancer and other life shortening diseases.

#### Likelihood of harm

The likelihood of harm is based on the existing controls that are in place. Specific hazards, legal requirements, codes of practice or guidance from the manufacturers or suppliers. The factors that have been considered are:

- The number of people exposed
- The frequency and duration of the exposure to the hazard
- Failure of the services e.g. water and electricity
- Failure of plant and machinery components
- Exposure to elements
- Protection of personal protective equipment
- Unsafe acts of persons who do not know hazards; have no knowledge or physical capability to do work; under estimates the risks they are exposed; take short cuts to complete the tasks, horseplay; and under estimates the practicality & usefulness of safe systems of work.

GUIDE TO RISK ASSESSMENT (refer to the risk rating/severity tables on the next page)

<b>HAZARD</b>	<b>Risk Level Estimator</b>	<b>Residual Risk Level</b>	<b>CONTROL MEASURES</b>
<b>Potential for harm</b>	<b>(BEFORE)</b>	<b>(AFTER)</b>	<b>Reducing the risk to an acceptable level</b>
This should be an <b>outline of the main hazards</b> and the associated issues that have to be considered further.	This column should indicate the <b>estimated risk level before any control measures</b> are put in place (in priority order)	This column should indicate the <b>estimated risk level after the control measures</b> are put in place.	This column has been included to explain the control measures to be adopted to tackle the issues – to reduce the risk.  Managers and staff are reminded that generic risk assessments might have to be tailored to fit the actual conditions which would vary from site to site.

The risk rating/severity tables

The table below shows the simple method, which can be used for deciding whether the risks are tolerable. The risks are classified according to their estimated likelihood and potential severity of harm.

	<b>SLIGHTLY HARMFUL</b>	<b>HARMFUL</b>	<b>EXTREME HARMFUL</b>
<b>HIGHLY UNLIKELY</b>	Trivial risk	Tolerable risk	Moderate risk
<b>UNLIKELY</b>	Tolerable risk	Moderate risk	Substantial risk
<b>LIKELY</b>	Moderate Risk	Substantial risk	Intolerable risk

The table below gives the means for establishing an order for the risks to be managed and controlled.

**Risk based action and control plan table**

<b>Risk Rating</b>	<b>Action and time scale</b>
<b>Trivial</b>	No action is required and no documentary records need to be kept.
<b>Tolerable</b>	No additional controls are required. Consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained
<b>Moderate</b>	Efforts should be made to reduce the risk but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period.  Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm, and so any improved control measures.
<b>Substantial</b>	Work should not start, or stopped until the risk has been removed or reduced. Considerable resources may also have to be allocated to reduce the risk.
<b>Intolerable</b>	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even within unlimited resources the work has to remain prohibited.

ACTIVITY ASSESSED		ASSESSMENT DATE		ASSESSED BY
ACTIVITY LOCATION	WHO'S AT RISK	NEXT ASSESSMENT BEFORE		APPROVED BY
HAZARD potential for harm	Residual Risk level* (BEFORE)	Residual Risk level* (AFTER)	CONTROL MEASURES reducing the risk level to an acceptable level	
	Substantial	Moderate	We have a qualified First Aid point with a first aid kit. There will be first aid post. Mobile phone for emergencies call. Adequate number of briefed stewards will be present and have emergency procedures. There are no activities happening that pose an intolerable risk of injury.	
Bad Weather	Substantial	Moderate	The Marquee will be able to fit all attending underneath if the weather proves to be wet. If more extreme conditions threaten the Marquee then the event will be cancelled and The Lodge can be used as shelter.	
Personal Safety – Verbal or physical abuse.	Moderate	Tolerable	All attendees will be within the confines of the marquees. Stewards will be briefed for any emergency situations and Police have been informed of the event.	
Welfare & Environment – toilets and water	Moderate	Tolerable	We have ordered adequate toilets allocated male and female. There will be refreshments including water along with light snacks available inside the marquee close to First Aid Point.	
Crowd Control	Moderate	Tolerable	We are inviting specific numbers to the event and so we don't expect too many people. We have Stewards to direct attendees and a PA system to make necessary announcements to alleviate any bottlenecks that may occur if more than anticipated turn up.	

<u>Personal Protective Equipment Needed</u>	<u>Provided By</u>	<u>Level of First Aid provision needed</u> Emergency First Aid	<u>First Aiders</u> All stewards
<u>Nearest Telephone</u> 0208 318 3986		<u>Nearest 24 hour Hospital and/or Doctor</u> Lewisham Hospital	

- REFER TO THE RISK ASSESSMENT SCORING GUIDELINES

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