

# Risk Assessment Work Manual

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## Risk Assessment

**Work through this manual and answer the questions at the end to your team leader as soon as possible discussing any issues arising**

The planning and development of safe systems of work are an essential part of reducing risks. An assessment is required for example where you consider that a manual handling operation involves a risk of injury and it is not reasonably practicable to avoid the operation.

An assessment of risk is nothing more than a careful examination of what in your work could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm

**‘Hazard’** - *means anything that can cause harm such as electricity, cooking with hot fat, lifting heavy weights*

**‘Risk’** - *means the chance of someone being harmed, injured or made ill by the hazard*

**“Accident”** - *is an unplanned and uncontrolled event*

Why do we want to do risk assessments?

*Accident prevention*

Why do we have to do risk assessments?

*The Health and Safety at Work regulations require every employer to carry out risk assessments*

How will risk assessments help?

*A risk assessment will give a clear picture of how an accident might happen, how likely it is to happen and how serious it could be*

What do we have to do for a risk assessment?

*Identify work place hazards*

*Identify who is at risk*

*Evaluate the risk*

*Eliminate or reduce the risk by deciding on control measures*

*Record assessment*

*Review*

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When doing a risk assessment you need to decide whether existing precautions are sufficient to reduce or eliminate the resulting risks

An assessment of the job should already have been completed which will be noted in the care/assessment plan and discussed with you during supervision

However you should approach each job aware that changes do occur and you should at all times identify, evaluate and eliminate or reduce any risks

### Degrees of Risk

To evaluate a risk it is important to identify the likelihood and severity of the hazard which will then enable you to determine the degree of risk that the hazard presents

This can be done by giving a numerical rating as to how likely the hazard is to cause injury/damage and what the possible severity/consequence would be and then multiplying the 2 figures together

### **Example**

#### Likelihood

- 1 = very unlikely
- 2 = unlikely
- 3 = possible
- 4 = very likely
- 5 = certain

#### Severity/consequence

- 1 = injury -no time off
- 2 = injury - time off
- 3 = more than 3 days off
- 4 = long term absence
- 5 = death

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1-5 - low risk; 5-10 - medium risk; 10 -20 - high risk

Severity/consequence						
L I K E L I H O O D		1	2	3	4	5
	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

If a hazard is assessed and the degree of likelihood and severity/consequences are both in the 4-5 range then immediate action will be required to prevent the possibility of an accident occurring pending more long term action being taken to eliminate or reduce the hazard

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### Example:- Bacon Slicer

#### Identify the hazard

the hazard is the bacon slicer - consider what could go wrong when it is used. How might an accident happen?

#### Remove the Hazard

Is the bacon slicer needed? Is it reasonably practicable to avoid the hazard?

#### Identify who is at risk

Who uses the bacon slicer and how often? Who else could be at risk?

#### Evaluate the risk

How likely is an accident to happen?

How serious would the accident be if someone is injured while using the bacon slicer? In this case the injury could be serious. It could lead to the loss of fingers or thumbs

#### Decide on control measures

Look at what measures have already been taken to ensure that hand injuries do not happen

For example has the bacon slicer been fitted with a guard?

Decide whether anything else needs to be done- further action to be taken

For example it may be necessary to provide extra training in the safe use of the bacon slicer and allow certain workers to use it

#### Record the assessment

If the company employs 5 or more employees the risk assessment

#### Review

The assessment will need to be reviewed every time there are changes in the workplace

For example new member of staff new equipment new systems of work and new location

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Risk Assessment

TASK

The hazard identified

Can the hazard be removed?- explain

Who is at risk?

Evaluation of the risk and note whether it is a high/medium /low risk?

What control measures should be put in place?

Where are assessment risks recorded?

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### ANSWERS

#### Risk Assessment Questionnaire

- 1) What is a risk assessment
  
  
  
  
  
  
  
  
  
  
- 2) Define the meaning of HAZARD.....
  
- 3) Define the meaning of RISK.....
  
- 4) Define the meaning of an ACCIDENT.....
  
  
  
  
  
- 5) State the 4 points which must be included in a risk assessment?
  - 1.
  - 2.
  - 3.
  - 4.
  
  
  
  
  
- 6) Identify and list 5 specific hazards at work

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7) Choose **one** of the 5 hazards identified in question 6 and complete the form attached