

RISK ASSESSMENT

THE FIVE STEPS

Risk Assessment Objectives

- Introduce the development of Risk Assessments within H&S Legislation.
- Increase awareness of hazards at work.
- Increase awareness of how to control work hazards

Risk Assessment: Objectives

- Develop an understanding of what can be assessed
- Develop the ability to quantify / qualify risk.



Responsibility

- Assessors
- Safety Management Manual holder
- Line Manager
- Service Manager
- General Manager
- Division



Key Legislation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992 as amended
- Manual handling operations regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Workplace Health, Safety & Welfare Regulations 1992
- Control of Substances hazardous to health 2002

FIVE STEPS

- Step 1. Identify the hazards
- Step 2. Decide who might be harmed and how
- Step 3. Evaluate the risks and decide on precautions
- Step 4. Record findings and implement.
- Step 5. Review assessment and update.

DEFINITION

- **HAZARD.** Something with the potential to cause harm.
- **RISK.** The realisation that someone will be harmed and how serious.
- **RISK ASSESSMENT.** Identifies and quantifies the hazards present indicating the measures required to eliminate or control the risks.

- Take remedial action when the control methods are insufficient to prevent harm
- It's the action as a result of the risk assessment process that matters

VIDEO

- Risk Assessment Video 1

Risk Assessment: Step 1

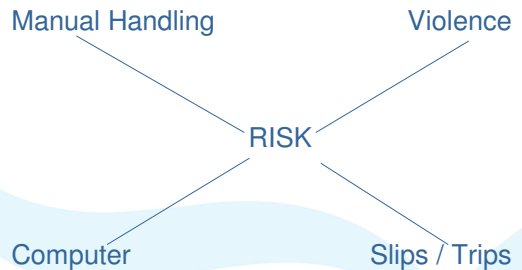
What is there that could cause harm:

- Work activities
- Workplaces
- Specific activities (e.g. Dealing with people)
- Everyday activities

Risk Assessments: Step 1

- Physical
- Ergonomic
- Biological
- Chemical

NHS GGC Main Risks



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Risk Assessment: Step 1

- Chemicals
- Needlesticks
- Electricity
- Falls from height
- Noise
- Static Load handling
- Biohazards

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Risk Assessment: Step 1

- Respiratory sensitisers
- Radiation
- Confined spaces
- Stress
- Contact Hot/Cold
- Machinery /Tools
- Vehicles
- Staff/Patients/Visitors
- Drugs

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Risk Assessments: Step 1

- Substances (COSHH)
- Computers/Workstations (DSE)
- Loads incl. People (Manual Handling)
- Equipment (PUWER)
- Normal work activities (New/Expectant Mothers)
- Violence (MHSWA) Regs
- Fire (Fire Precautions (Workplace) Regs.)
- Ventilation (WHSW)

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Risk Assessment: Step 2

- Who is likely to be affected
 - Staff
 - Patients
 - Visitors
 - Volunteers
 - Contractors
 - Neighbours/public
 - Service Quality (Image)
 - Organisation

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‘Reasonably practicable’

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Risk Assessment: Step 3

- Acquired knowledge
- Professional standards/best practice
- Research studies
- Workplace inspections
- Discussions with staff
- Independent audits
- Specialised techniques
- Incident Forms

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Risk Matrix

Likelihood	Impact/Consequences				
	Negligible	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Very High	Very High
Likely	Medium	Medium	High	High	Very High
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Medium	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

Very High High Medium Low

Risk Assessment: Step 3

After Quantifying the Risk (Risk Matrix)
How do we prioritise the risk ?

Low = (Monitor and review)

Medium =

High =

'As low as reasonably practicable'

Risk Assessment: Step 3

- Elimination
- Reduction
- Substitution
- Enclosure
- Guarding
- Remove person
- Reduce contact
- Safe system of work

Risk Assessment: Step 3

- Supervision
- Information
- Instruction
- Training
- Signs
- Guidance/policies
- Protective equipment

Risk Assessments: Information

- should
 - be suitable and sufficient
 - identify control measures
 - ensure health surveillance is provided where warranted
 - information on risk is provided to employees

Risk Assessments: Information

- require that
 - management arrangements are in place
 - a competent advisor on H&S is employed
 - employees co-operate

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Risk Assessment: Step 4

- **Control Measures**
 - » **Realistic**
 - » **Sensible**
 - » **Economic**
 - » **Cost Effective**

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Risk assessment step 5

- **REVIEW**
- **At least yearly or if there is new equipment**
- **After introduction of additional controls**
- **Following an accident/incident**
- **After a complaint**
- **A significant change in work practices**
- **Changes of plant/equipment**

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Risk assessment step 5

- **REVIEW**
- **Changes in guidance**
- **Changes in supplier/manufacture information**
- **At pre-defined periods**

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Risk Assessment: Process Summary

- **What is the hazard**
- **Who is likely to be affected**
- **How do we manage the risk at present
(Can we eliminate / control the risk)**
- **How likely is it to happen and to what extent**

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Risk Assessment: Process Summary

- **Do we need to do more (Can we do more)**
- **Make a record**
- **Monitor and review the assessment**

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Risk Assessment: Summary

By assessing we can

- **Reduced incidents**
- **Improved moral**
- **Protect assets**
- **Reduced costs**
- **Improved performance**
- **Improved quality of care**
- **Comply with legislation**

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ANY QUESTIONS?

THANK YOU.

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