

**Colchester Borough Council (CBC)**  
**Health and Safety Standard (HASS No. 001)**  
**Title: - RISK ASSESSMENT**

<b>1. Legal Requirement:</b>	<b>The Health and Safety at Work etc. Act 1974.</b> <b>Management of Health and Safety at Work Regulations.</b> <b>Workplace (Health, Safety and Welfare) Regulations.</b> <b>Manual Handling Regulations.</b> <b>Provision and Use of Work equipment Regulations.</b> <b>Personal Protective Equipment at Work Regulations.</b> <b>Control of Substances Hazardous to Health Regulations</b>
<b>2. Definition/s:</b>	<b>Risk assessment;</b> Is the systematic approach to assessing the risks emanating from a particular task and the control measures needed to reduce those risk to as low as is reasonably practicable. <b>Hazard;</b> Something with potential to cause harm. <b>Risk;</b> The likelihood that the harm will happen and the severity of the outcome. <b>Method statement;</b> An agreed way of performing a particular task.
<b>3. Statement:</b>	The Council requires that all activities are risk assessed, however, not all Risk Assessment need to be written down. Risk Assessments are only required to be written down when there are, the risks are significant, have complex control measures and/or the control measures are not easy to replicate. When deciding if a risk assessment needs to be written or not, it is vital that there is proof that the process of thinking through the task and its risk has been undertaken. Training to carryout Risk Assessment is available through the Learning Academy on the Hub. It is crucial that Risk Assessment are produce in one format, the one format sheet for written Risk Assessments can be seen at appendix 'A'.
<b>4. Standard: (Best Practice)</b>	<ol style="list-style-type: none"><li>1. The risk assessment form and the process have been produced in conjunction with the requirements of current legislation.</li><li>2. The Generic Risk Assessment form is backed up by a single sheet of descriptors for the various types of questions asked on the form.</li><li>3. The form is designed to be as self explanatory as possible, (however, as stated above, training in its use is available through contact with the Health and Safety Adviser).</li><li>4. The basic principal of risk assessment is that; the hazard (something with the potential to cause harm) is identified, the risks (the likelihood that the harm will happen and the severity of that outcome) from that emanate from the hazard and taking a balanced view, produce controls which will reduce those risks to 'As Low As Reasonably Practicable' (ALARP). At the end of most risk assessments there will be Residual risks which will need to be managed, it is therefore necessary to manage these by monitoring the situation and rewriting the assessment if new controls become available.</li><li>5. All Risk Assessments need to be underpinned by a standard method of work (appendix 'B') It is therefore vital that those involved with performing the task being assessed will be involved with drawing up the risk</li></ol>

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assessment.

6. It is vital that risk assessments are carried out before an activity starts and then reviewed; when the task changes significantly, when there has been an incident during the performance of the task or when other information is available which affects the effectiveness of control measures or as a minimum on a two yearly basis.
7. Completed Risk assessments must be shared with those who perform the assessed task to ensure they understand the controls measures required to reduce the risks to 'As Low As is Reasonably Practicable' (ALARP).
8. All relevant risk assessment must be discussed with and be readily available for workers to refer to before a task is started.
9. This form can be used to risk assess most activities, however, there are some regulations that have specific requirements in respect of risk assessments; Display Screen Equipment (DSE), Manual Handling and Control of Substances Hazardous to Health (COSHH) to assist with these assessments specific guidance and assessment sheets are available on the HUB.

**5. Exclusions:** Visual Display Screen Equipment. See separate standard.

**6. Variations:** Manual Handling. See separate standard.  
Control of Substances Hazardous to Health. See separate standard.

**7. Responsibilities;** **It is the responsibility of relevant managers to ensure that all tasks/events under their control that are seen to need a written risk assessment (see box 3 above) must ensure that a suitable and sufficient risk assessment is undertaken and that any and all staff who will be affected by the risk assessment understand the agreed method of work and the control measures required. And that appropriate staff are involved with the risk assessment process and help determine the control measures.**  
**It is the responsibility of staff to ensure that they co-orate with managers to follow the agreed method of work and the implement the control measures required for undertaking a particular task/event.**

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Appendix 'A'

Standard Method of Work.  
(What is it you are trying to risk assess?)

<b>Number:-</b>	
<b>Service;</b>	<b>Location;</b>
<b>Task;</b>	<b>Manager;</b>
<b>Date;</b>	<b>Written by;</b>
<b>Background summary/generic comments:-</b>	
<b>Agreed Action Points From Task (not training):-</b>	
<b>Action Completion Date Agreed;</b>	

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Task:-	Agreed procedure:-	Training required and detail:-	Training given by and date:-

**Standard Variations from Agreed Methods;**

Variation Task:-	Agreed Variation procedure:-	Training required and detail:-	Training given by and date:-

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Appendix 'B'

<b>Activity / Event:</b>	<b>Date Assessed:</b>	<b>Directorate/Section/Unit:</b>
<b>Assessor's Name:</b>	<b>Assessment Ref. No.:</b>	<b>Assessor's Signature:</b>
<b>High Risk (Rate &gt;7) – Unacceptable risk, take immediate action</b>	<b>Moderate Risk (Rate 4 – 6) – May or may not be an acceptable risk. Introduce &amp; make all efforts to control/reduce risk</b>	<b>Low Risk (Rate 1- 3) – Risk may be acceptable, but consider possible low or no-cost improvements.</b>

A		B	C			D E F			G			H J K L		M			N P Q		R
Hazards (the potential for harm) arising from activity / event	Can the hazard be avoided? Y/N	Risks (Identify who may be harmed, how they may be harmed and how likely it is)	Risk level without controls			Existing controls (preventive and protective measures provided)	Risk level with existing controls			Risk level acceptable Y/N	Additional control measures required to reduce risk to acceptable level	Residual risk Level			Initials of Line Manager responsible for monitoring (G & Q) and implementing (M)				
			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)					

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**RISK ASSESSMENT: Estimation of Likelihood, Severity and Consequences**

The chart below can be used as an aid to Risk Assessment. To prioritise the risks, multiply the values from each axis to produce a risk rating for each option.

Probability of Exposure	Consequence of Exposure				
		Minor	Moderate	Major	Fatality
		1	2	3	4
Inevitable	4	4	8	12	16
More than likely	3	3	6	9	12
Less than likely	2	2	4	6	8
Unlikely	1	1	2	3	4

<b>High Risk +8</b> Unacceptable and intolerable risks: <u>Take Immediate Action</u> : Amend activity design, methodology, equipment, etc. <u>Do not start or continue work until relevant control measures are in place</u>	<b>Moderate Risk 4-6</b> May or may not be an intolerable risk. Introduce and make all efforts to control/reduce risk. Ensure control measures are in use and working	<b>Low Risk 1-3</b> Risk may be negligible or acceptable but consider possible low or no-cost improvements and keep under review
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**Likelihood Of The Event**

RATE	LIKELIHOOD	DESCRIPTION
1	Unlikely	The event may occur only in exceptional circumstances.
2	Less than likely	The event may /could occur at some time
3	More than likely	The event will occur at some time.
4	Inevitable	The event will occur in most circumstances.

**Severity of Injury, Illness, Etc.** For this part of the assessment:-

- a Assume a reasonable worst outcome. If a person falls down a step your risk assessment should show that a significant injury could take place even though it is more probable that a minor injury would take place. Do not always assume the worst case scenario is death.
- b For an initial assessment assume there are no systems such as protective clothing, training etc. to minimise the effects of the risk.

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RATE	CONSEQUENCE	DESCRIPTION
1	Minor	Minor harm, injury, damage or loss. First-aid treatment (e.g. cuts, bruises, abrasions). Some lost time less than 3 days. Minor environmental implications. Moderate financial loss (<£5k). Possible short-term service interruption. Minor increase in risk exposure. Minor risk of public concern or complaint
2	Moderate	Medical treatment required (sprains, strains, small burns, stitches etc.) Lost time of >3 days off work but <3 weeks (Over 3 Day injuries under RIDDOR). Moderate environmental implications. High financial loss (>£5k). Moderate loss of reputation/user confidence and risk of complaint. Moderate service interruption. Property damage. Possible civil claim or legal action e.g. improvement notice
3	Major	Very serious. Referral to hospital with treatment lasting >24 hours, Broken bones, >3 weeks off work, Temporary disability or long term health problems. Consequences may lead to inability to continue in current employment, early retirement. High financial loss with significant / potential major, loss of reputation and damages. Significant service interruption and/or environmental impact. Probable legal prosecution/claim. Removal of CPA and/or other status
4	Fatality (any)	Major, Excessive or permanent injuries and disability (serious fractures, loss of limbs or eyesight, unconsciousness, major burns, loss of fertility, or birth of handicapped children, etc.) (Major injuries under RIDDOR). High environmental implications. Major financial loss. Major loss of reputation. Major service interruption. Single/multiple deaths of any person(s). Major prosecution and legal claim(s)

Risk Assessments are the responsibility of the manager of the task or process being assessed. The most effective way of undertaking Risk Assessments is to involve the people or team doing the work and agreeing the way in which the task is done first then doing the risk assessment that follows the work process.

It is vital that all those who do the work or task understand the control methods they need to use to reduce the risk to 'as low as is reasonably practicable' (ALARP).

However it must be understood that there is no situation where all risk can be taken out of a task and therefore we all have a duty to co-operate together to ensure that everyone works in as safe a manner as is possible. We are required, under law, 'to look after ourselves and other whilst at work' (The Health and Safety at Work Act 1974 section 7(a) and 7(b))