How Do I …
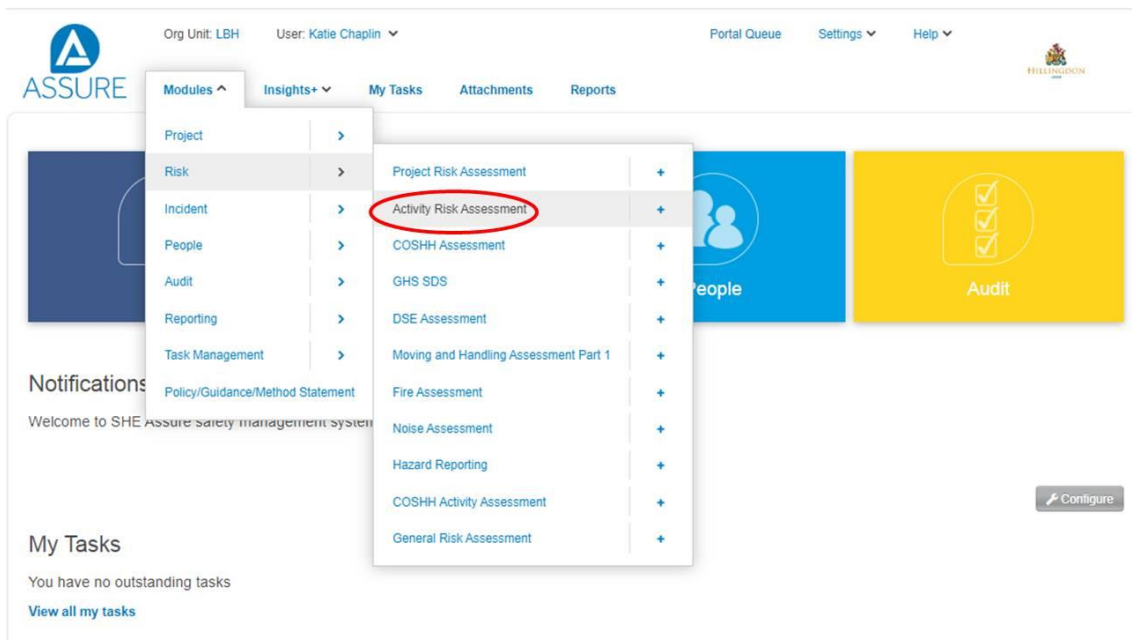# Complete an Activity Risk Assessment

Contents

Introduction

The information below summarises how to complete an activity risk assessment. For further information on this topic, please refer to the Health and Safety Risk Assessment page on the Council's intranet.

1.1.   Risk assessments should always be completed in consultation with other staff members, preferably those who have experience of the risks being assessed. This process is valid for the following types of risk assessment:
- Driving;
- Lone working;
- Manual handling;
- New and expectant mothers;
- Working at height;
- Work equipment; and
- Work related stress (split into 6 areas).

1.2.   Before you begin any risk assessment please ensure you are competent to do so, with suitable knowledge of the activities being assessed and how to reduce the risks to as low as is reasonably practicable. Ideally you should have observed the activity in situ before recording your findings. You should also read the relevant corporate safety standards for the risks you are assessing.

2. Where do I find the Activity Risk Assessment template?

2.1. To complete an activity risk assessment the manager must login to Assure (the online health and safety management system), using their username and password. You can access Assure via this link: Assure (sheassure.net) which can also be found via the managers tab on the Intranet. If it is a new manager and/or the details have been forgotten, they should use the password reset function.

2.2. Once logged in select 'Modules' on the top task bar, then select 'Risk', followed by 'Activity Risk Assessment' and 'Add New Record' (as shown below)

3. How do I complete an Activity Risk Assessment?

3.1. Assessment Details

Complete the 'Assessment Details' section making sure you select your correct team/school. Please use the drop down lists where available. Nb: the green text boxes under the headings offer guidance at various stages of the assessment.

3.2. Hazard and Control Measures

Scroll past the 'Matrix Guidance Notes' until you can see the green 'Add' button and press it.

3.3. Hazard Category

Please use the drop down menu to select your 'Hazard Category'.

3.4. Hazard phrase

Select a hazard phrase from the list provided by pressing 'Select'. Nb: this box is also free text which enables you to add your own hazard phrase and/or amend one selected from the list.

3.5. Persons at Risk

Select individual 'People' from the person register or select the relevant 'Occupations' at risk from the list. Nb: this box is also free text which enables you to type the names of people or occupations.

3.6. How is Person at Risk

Details of how those people, you have identified in the previous section, could be harmed should be recorded in 'How is Person at Risk' section.

3.7. Control Measures

Select all relevant control measures from the list provided (similar to the hazard phrases). Nb: this box is also free text which enables you to add your own control measures and/or amend those selected from the list. There are relevant Risk Assessment Guides available on the Intranet to help you identify suitable controls for given hazards.

3.8. Potential Risk Factor

Calculate the potential risk factor (using the Risk Matrix) by clicking onto the appropriate box and taking into account existing control measures. There is no definitive answer when deciding on risk factors; it is based on an individual's judgement after reviewing and evaluating all of the circumstances (your knowledge, experience and information available). If you are unsure of the risk factor you may wish to consult other people (work colleagues etc) before making a final decision.

Risk Matrix ☒

		Likelihood of occurence				
		1 Improbable or unlikely	2 Possible or rare	3 Occasional or likely	4 Frequent/highly likely	5 Common or imminent
Severity of the outcome	1 Minor injury	1 Insignificant Risk	2 Insignificant Risk	3 Insignificant Risk	4 Low Risk	5 Low Risk
	2 Lost time incident injury	2 Insignificant Risk	4 Low Risk	6 Low Risk	8 Moderate Risk	10 Moderate Risk
	3 Major injury	3 Insignificant Risk	6 Low Risk	9 Moderate Risk	12 Substantial Risk	15 Substantial Risk
	4 Permanent disability	4 Low Risk	8 Moderate Risk	12 Substantial Risk	16 Substantial Risk	20 Intolerable Risk
	5 Loss of life	5 Low Risk	10 Moderate Risk	15 Substantial Risk	20 Intolerable Risk	25 Intolerable Risk

[Confirm] [Close]

3.9. Additional Control Measures

Select all relevant additional control measures from the list provided (you should identify further suitable control measures to implement if more can be done to reduce the risk level further). Risks should always be reduced to as low as is reasonably practicable and certainly reduced if it can be done with minimal costs or the risk is identified as intolerable. If no further actions are to be implemented then 'N/A' should be recorded here.

Nb: this box is also free text which enables you to add your own control measures and/or amend those selected from the list.

3.10. Residual Risk Factor

Calculate the residual risk factor (using the Risk Matrix). You will need to calculate a new risk factor whilst considering the 'Additional Control Measures'. This is to show the value of implementing the additional controls by how much they have contributed to risk reduction.

You may wish to create an 'Action' for the additional controls identified to help ensure they are completed within relevant timescales and enable you to track their progress. To add an 'Action', first please click 'Save' and then click the green symbol in the last column on the right. (shown below)

Repeat the steps above for each relevant hazard phrase for the hazard category selected.

3.11. **Conclusion**

Check the box if you believe the residual risks will be at acceptable levels once all additional controls have been implemented. Ideally residual risks should be either 'Insignificant' or 'Low'. Record your conclusions for the risk assessment in the box provided.

3.12. **Submitting for approval**

After completing all relevant sections, please click 'Save and Close'.

When the record has closed and you have returned to the summary screen click on the '?' icon (shown below) and click 'Save and Close' to submit the record to the Approval Manager (this will be dependent on the service hierarchy saved in Assure).

4. What happens next?

4.1. **<u>Review</u>**

The purpose of a risk assessment review is to determine if all possible methods for controlling the risks have been identified and/or for those controls already identified. Have they been implemented and are they having the desired effect?

The risk assessment module is default set to trigger an annual review. However, if you consider the risks to be higher the interval may need to be shorter and you can manually trigger a review at an earlier time.

You need to consider reviewing risk assessments if there are any changes to health and safety legislation, staff, the processes or an accident/incident occurs etc.

4.2. **Post Risk Assessment**

Once the risk assessment process has been completed and approved staff to whom the risk assessment relates to should be made aware of the findings and the control measures implemented (including how to use any equipment, provision of PPE and training).

4.3. **<u>Monitoring</u>**

All control measures should be monitored to ensure they have been appropriately implemented and remain effective, reviewing the risk assessment if they are not. If you are monitoring the controls you should ensure you are competent to do so and have the authority to address any shortcomings. Monitoring activities should be recorded appropriately.

If you have any queries arising from your Activity Risk Assessment and specifically potential risk factors and the implementation of control measures, you should discuss them with your line manager in the first instance. If you require further assistance contact Health and Safety Services on healthandsafetyadvisory@hillingdon.gov.uk.