

How Do I ...

Complete an Activity Risk Assessment

Contents

1. Introduction	1
2. Where do I find the Activity Risk Assessment template?	2
3. How do I complete an Activity Risk Assessment?	2
4. What happens next?	5

Introduction

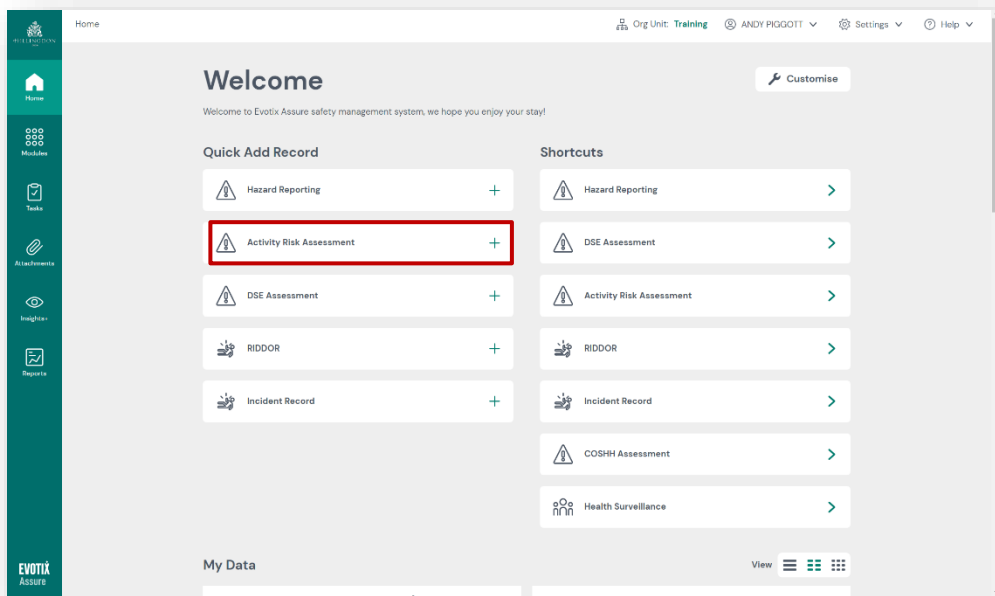
The information below summarises how to complete an activity risk assessment. For further information on this topic, please refer to the Health and Safety Risk Assessment page on the Council's intranet.

- 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).

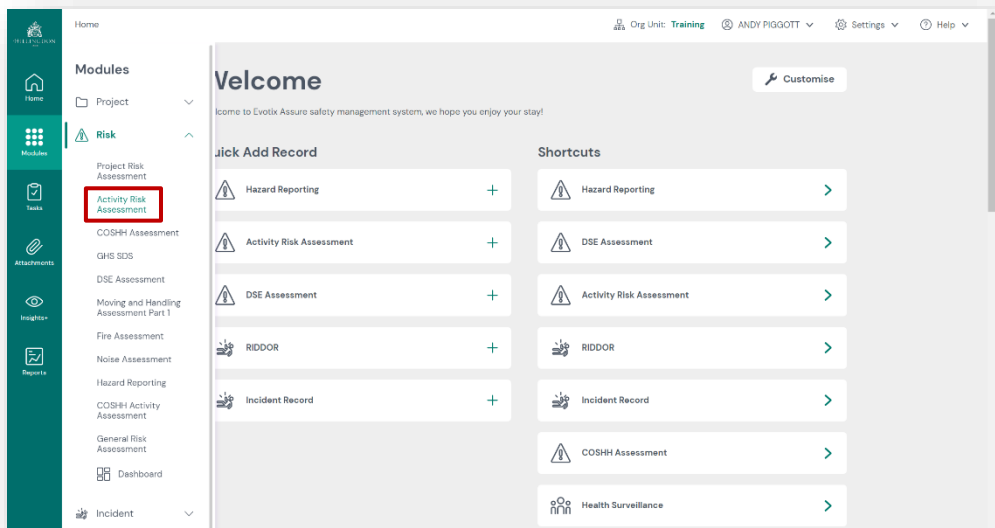
- 1.2.** Before you begin any risk assessment please ensure you are competent to do so, with suitable knowledge of the activities being assessed and how to reduce the risks to as low as is reasonably practicable. Ideally you should have observed the activity in situ before recording your findings. You 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 \(sheassure.net\)](https://sheassure.net) which can also be found via the Health & Safety 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, go to the **home page** and select **Activity Risk Assessment**. This is to create a new assessment.



- 2.3. Alternatively, go to **Modules – Risk – Activity Risk Assessment**.



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.

Hazard Category *	Hazard Phrases *	Persons At Risk	How Is Person At Risk	Control Measures	Potential Risk Factor	Additional Control Measures	Residual Risk Factor
Driving		Click To Edit	Click To Edit	Click To Edit	Click To Edit	Click To Edit	Click To Edit

Select

Display: 10 Search:

Select Visible | Unselect Visible

Select	Text	
<input checked="" type="checkbox"/>	Adverse weather conditions	Driving
<input type="checkbox"/>	Driver has not got the relevant skills for the vehicle he/she is driving	Driving
<input type="checkbox"/>	Driver is fatigued/tired	Driving
<input type="checkbox"/>	Driver is inexperienced	Driving
<input type="checkbox"/>	Inappropriate behaviour of passengers (lack of restraints etc)	Driving
<input type="checkbox"/>	Length of journey (time/distance)	Driving
<input type="checkbox"/>	Poor scheduling of journey (time of day/peak traffic flow times etc)	Driving
<input type="checkbox"/>	Poor vehicle condition inc. safety equipment (seat belts/head restraints)	Driving
<input type="checkbox"/>	The vehicle has no emergency equipment	Driving
<input type="checkbox"/>	The vehicle has poor ergonomics	Driving

Showing 1 to 10 of 16 entries

Go to page: 1 / 2 Go

1 2 > Last

Select Close

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.

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.

		Likelihood of occurrence				
		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

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**, click **Save** and click the menus cog in the last column on the right.

+ Add Turn On Sort Mode

Hazard Category*	Hazard Phrases*	Persons At Risk	How Is Person At Risk	Control Measures	Potential Risk Factor	Additional Control Measures	Residual Risk Factor
Driving	Driver has not got the relevant skills for the vehicle he/she is driving	Carpenter Electrician Fitter Groundworker Joiner Labourer Landscaper Painter Plumber	Collision with another vehicle, pedestrian or object	An alternative, appropriately trained, employee will complete the driving activity Driver assessment completed with Fleet Management Driver is trained how to adjust the mirrors/seats/controls etc of the vehicle being driven Driver only allocated Council vehicle upon successful completion of appropriate training Driving duties are restrict/reduced until experienced is gained	8 Moderate Risk	Fleet Management to be consulted on relevant training Fleet Management ascertain be for work safe vehicles are by the Council based upon provided by	4 Low Risk

Greatest Potential Risk Level: 8

Greatest Residual Risk Level: 4

> Conclusion

> Record Approval

Save Cancel Expand

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, you will need to submit the record for approval.

You can either submit the record direct from the record by selecting **Submit Record**.

> Conclusion

> Record Approval

Save and Close

Submit Record

Save Cancel Expand

Alternatively, if you wish to return to the record at a later date, you can **Save and Close** and submit the record from the summary screen. Click **Submit** 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?

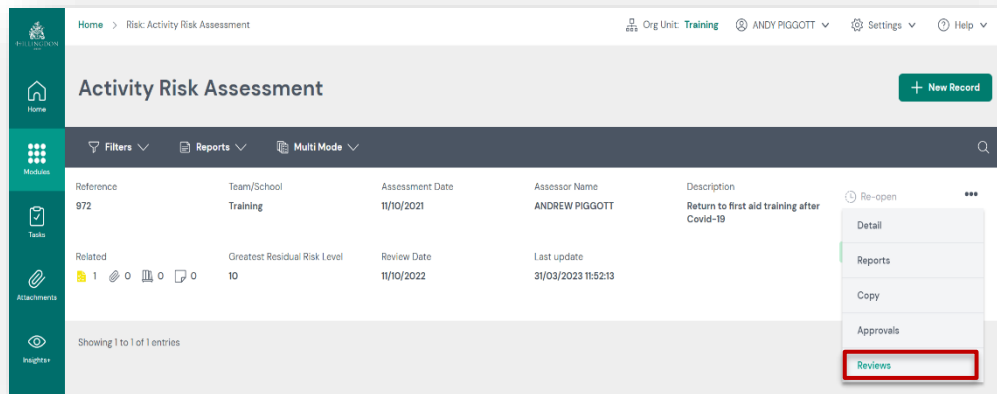
4.1. Review

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?

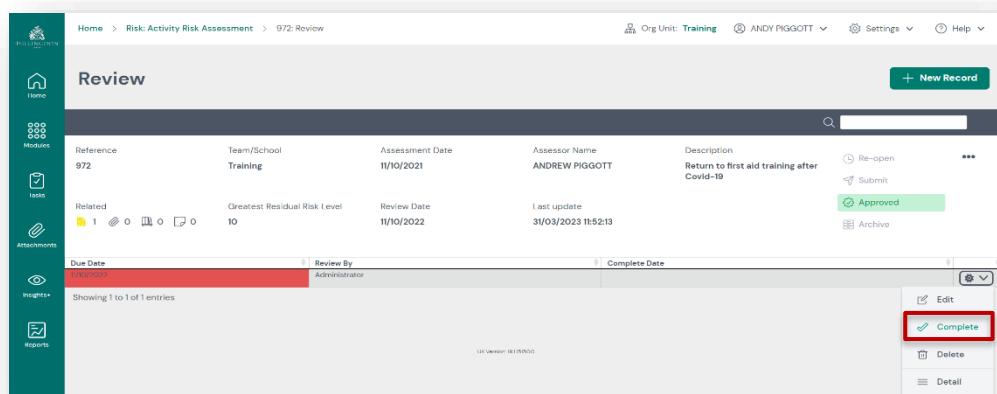
The risk assessment module is default set to trigger an annual review. However, if you consider the risks to be higher the interval may need to be shorter and you can manually trigger a review at an earlier time.

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.

To review the record, click the menu cog and select **Review**.



Click the **Complete** button against the record you wish to review.



On the next screen, you will be able to view the details of the record. Once you have reviewed the details, enter the **Complete Date** against the review, add any comments and there is the option to set up the next review for the record, tick this option if you wish to do so.

NB: If you require editing of the record, you will need to request for it to be re-opened.

On save, the review will be completed and if applicable the next one will be set up.

The screenshot shows the 'Complete Review' form for record 972. The form includes the following fields and options:

- Complete Date***: 13/07/2022
- Review By**: ANDY PIGGOTT
- Comments**: A text input field.
- Setup Next Review**: A checked checkbox.
- Assessment Details**: A text input field.
- Project Risk Assessment Reference**: A text input field.
- Hazards And Control Measures**: A text input field.
- Conclusion**: A text input field.
- Record Detail**: A text input field.
- Record Approval**: A text input field.

At the bottom of the form are three buttons: **Save and Close**, **Cancel**, and **Expand**.

Save and Close the record to return to the previous screen. If there is no review setup, you can add a review by selecting **New Record**. If you need to change the user reviewing or the review date, select **Edit**.

The screenshot shows the 'Review' list view for record 972. The table contains the following data:

Reference	Team/School	Assessment Date	Assessor Name	Description	Actions
972	Training	11/10/2021	ANDREW PIGGOTT	Return to first aid training after Covid-19	Re-open, Submit, Approved, Archive

Below the table, there are additional fields for the selected record:

- Related**: 1
- Greatest Residual Risk Level**: 10
- Review Date**: 31/03/2024
- Last update**: 31/03/2023 11:52:13

The table also shows a detailed view of the review entries:

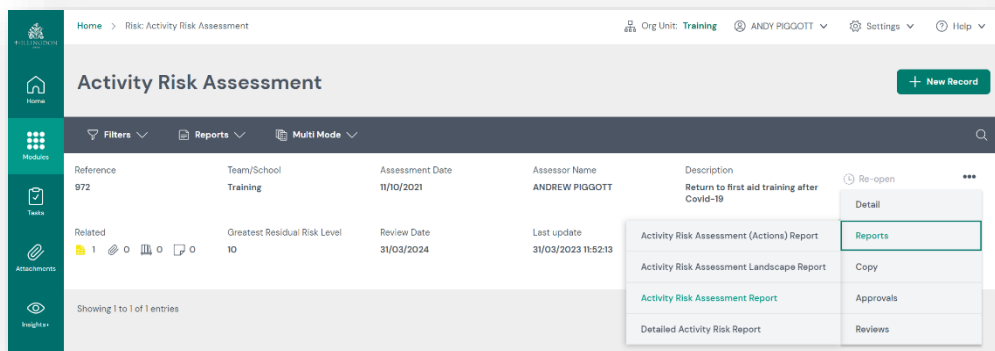
Due Date	Review By	Complete Date
13/07/2022	ANDY PIGGOTT	13/07/2022
31/03/2024	ANDY PIGGOTT	

At the bottom of the table, there are buttons for **Edit**, **Complete**, **Delete**, and **Detail**.

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).

Select **Reports** from the menu cog and select the type of report you wish to create. This will put the assessment into a pdf format which can then be printed or emailed to relevant staff.



4.3. **Monitoring**

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.