



## Procedure - Risk Assessment

### Purpose

To define the procedure by which All Saints' will carry out risk assessments

### Contents

Section 1.0	General Outline
Section 2.0	Definitions
Section 3.0	Operation of the System
Appendix	COM06 Risk Assessment example
	COM07 Safe system of work method example

### Related Documents

POL 05.02	Health and Safety
COM06	Risk Assessment
COM07	Safe system of work method

## **Section 1 - General Outline**

**1.1** Risk assessments are a commonly used tool for the purpose of identify existing or potential hazards in the workplace. They are used to protect workers, the general public as well as comply with the law. They help to focus on the risks that matter and which have the potential to cause real harm. It is in practice a simple careful examination of what could cause harm to people, so that we can weigh up whether we have taken enough precautions to prevent harm. The law does not expect us to eliminate all risk, but we are required to protect people 'so far as is reasonably practicable'

## **Section 2 - Definitions**

**2.1** A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, working alone, an open drawer, a torn carpet;

**2.2** The risk is the chance, high or low, that somebody could be harmed by the hazard, together with an indication of how serious the harm could be

## **Section 3 - Operation Of The System**

**3.1** A risk assessment shall be carried out for all events and activities arranged by All Saints' Church, this shall include events such as church services, internal and external activities i.e. Christmas parties and barbeques, organised visits to other locations i.e. Soul survivor camp etc. etc. The person leading the event shall be responsible for completing the risk assessment and it must be done within an appropriate time scale before the event takes place. This is to ensure that any remedial actions required to remove a risk can be implemented prior to the event. A copy of any risk assessment must be given to, and held on file, by the Church Operations Team.

**3.2** Risk assessment is a 5 Step method and should be carried out by a group of suitably qualified people.

### **3.2.1 Identify the hazards**

Spot hazards by working out how people could be harmed, this can be done by:

- Walking around the workplace:
- Asking our employees what they think
- Checking manufacturers' instructions
- Thinking about the activities our employees carry out
- Thinking about the various uses of our buildings
- Thinking about what might harm the public

### **3.2.2 Decide who might be harmed and how**

Identify groups or individual people who might be harmed and how

- Some employees may have particular needs
- Members of the public
- Shared work places
- Visiting workers or contractors

Say how the hazard could cause harm

### 3.2.3 Evaluate the risks and decide on precautions

Having spotted the hazards we then need to decide what to do about them. List what is already in place to reduce the likelihood of harm or make any harm less serious. To try and estimate the seriousness of a hazard, and the likelihood of it occurring, a standardized scoring system is used. The result of this calculation is called the risk rating and is detailed in section 3.2

Once calculated you must then compare what is currently done with what is accepted as good working practice. If there is a difference then list what needs to be done to improve the situation, i.e. adding extra control measures or write a COM07 safe system of work method, to reduce the likelihood of the risk occurring or to reduce or remove the hazard itself

When controlling or trying to reduce risk, apply these principles in this order:

- Try a less risky option:
- Prevent access to the hazard
- Organize work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities

The risk rating should then be recalculated to ensure it falls in the low priority region, if it does not then further action may be required

### 3.2.4 Record the findings and implement them

As we employ five or more people, the law says the results must be recorded. The form COM06 Risk Assessment shown in the appendix is used for that purpose. Remember that any risk identified as requiring further actions, must have an 'Action by whom' name and an 'Action by when' date set, they cannot be left blank.

The 'current risk assessment rating' prioritises the subsequent action plans, those hazards found to be a high priority risk must be dealt with first, and within an appropriate time scale. With High priority items it may be necessary to stop the particular activity or restrict access to an area until corrective action has been taken. This will be decided by the assessment team.

### 3.2.5 Review the assessment and update as necessary

Having completed the assessment it should not be filled away until the necessary actions plans are complete, they should be monitored within an appropriate time scale to ensure completion

Few workplaces stay the same. Every year the assessments and places of work should be formally reviewed to ensure continuous improvement

## 3.3 Scoring to be used for all risk assessments

**Likelihood Rating**

**Severity Rating**

1 = Low (Seldom)

2 = Medium (Frequently)

3 = High (certain or near certain)

1 = Low (minor cuts and bruises)

2 = Medium (serious injury – off 3 days)

3 = high (Fatality or a number of persons injured)

**Risk Rating = Likelihood x Severity**

Between 1 and 2 = Low Priority

Between 3 and 4 = Medium Priority

Between 6 and 9 = High Priority

## Appendix

## COM06 Risk Assessment example

<b>Assessment No:</b> 1	<b>Date of initial assessment:</b> 5 January 20xx	
<b>Hazard(s)/risk(s) identified:</b> Movement/toppling of ladder when in use. Over reaching by user. Personal injury, property damage		
<b>Person(s) considered to be at risk and how:</b> User, people in work area		
<b>Current Risk rating with current control measures:</b> 3 x 3 = 9 (Likelihood high x severity high = risk rating high)		
<b>What are the current control measures to remove or reduce the risk:</b> Prior to using a ladder as a work platform an assessment must be carried out to ensure that a safer method of access cannot be used. Ensure ladders are secured at the top and bottom/weighted or footed to prevent slipping. Ladders to rise 1m above landing place. PPE to be used. Inspect ladder for soundness before use.		
<b>Are further control actions needed:</b>	Yes	
<b>What further control measures or systems of work are required to remove or reduce risk:</b> Describe new controls required or write new safe systems of work		
<b>Action by Whom:</b> A N Other	<b>Action by When:</b> 12/2/04	<b>Done :</b> Yes / No
<b>Risk rating with extra control measures/safe systems of work in place:</b> 1 x 3 = 3 (Likelihood low x severity high = risk rating medium)		
<b>Date of previous review:</b> 18 January 2005 <b>Date of this review:</b> 10 January 2006		
<b>Lead person carrying out review:</b> Name: A. N. Other                      Signature: A N Other		
<b>Copy submitted to:</b> Site file, employees using ladders		



---

No	Policy Document Change History	Date	Who
1	Change in personnel	18/06/13	MH
N	Initial release	22/06/07	RP