

Risk Assessment (IDERR)

Introduction:

In order to manage the health and safety of both your business and your employees, WE, as a collective must control hazards in the workplace. An organization must review tasks/activities in the workplace that may cause harm and decide if there are reasonable steps in place to prevent harm. This can be done by creating a risk assessment. Risk assessments are a requirement under which set of regulations???

Management of Health and Safety at Work Regulations 1999

Knowledge Check:

Use the following questions to discuss with your team:

What is a Hazard? **This is something that has the potential to cause harm.**

What is a risk? **This is the likelihood of the hazard actually causing harm.**

Can you provide examples of both?

So what is the purpose of a risk assessment?



5 Steps To Completing A Risk Assessment

What Are The 5 Steps To Completing A Risk Assessment?? (Seek Engagement From Those Present & discuss) A Good Acronym to remember the steps is I.D.E.R.R

Step 1 : Identify the hazards (I)

Take a look around your location right now. Or think about your usual base of operations. What hazards can you identify?? Maybe ask a colleague to think about your place of work, often a fresh pair of eyes will see things we often overlook.

Sometimes hazards aren't immediately identified. Think about processes or procedures that don't often take place as well, such as maintenance & cleaning,

Where else might be a good source to identify hazards in the workplace?

Accident, incident and near miss records.

Manufacturers instructions & data

5 Steps To Risk Assessment

Step 2 : Decide Who Might Be Harmed & How (D)

Its important to remember that different hazards will affect different people within the organisation, so what might harm one person might harm another, so you must look at each and every hazard across the business.

Can you name types/groups of people who might be at risk within the business?

Workers, contractors, visitors, young workers, elderly, migrant workers, those whose first language isn't English, people with disabilities, expectant mothers, cleaners, maintenance workers, members of the public.

Can you think of any others?

Now you have identified the groups who could be harmed, give some examples of how they could be harmed.... **Encourage examples between the team.**

Examples:

Members of public walking past a building site or under scaffolding....

A labourer carrying multiple load per day....

An office worker clearing a jam from the paper shredder...

Its important to think about each individual and how they could be harmed.

Step 3 : Evaluate The Risks & Decide On Control Measures (E)

So now you have identified the hazards and who might be at risk, you need to consider what you can do to eliminate them or at least remove as much risk as possible.

Where could you find advice/solutions to what control measures to implement?

Manufacturers, Industry, Competition, Trade Bodies, HSE Guidance, Suppliers... any others?

The priority for any hazard is to eliminate it all together!! If you cannot, then you should follow the general principles of prevention, as set out in the Management Of Health & Safety At Work Regulations 1999.

Any suggestions on what these are?

5 Steps To Risk Assessment

The principles are as follows.

- Avoid the risk completely if possible. *Any Examples?*
- Evaluate the risks that cannot be avoided (ie your risk assessment).
- Combat the risks at source (ventilation, segregation, alternative tool/process)
- Adapt the work to the individual (eg height-adjustable chairs).
- Adapt to technical progress (eg using drones for roof inspections).
- Replace the dangerous with the non-dangerous or the less dangerous- Replace solvent paints with water-based
- Develop a coherent overall prevention policy—training, organisation of work
- Give collective protective measures priority over individual protective measures—perimeter scaffold, segregation zones, cutting areas away from anyone else....
- Give appropriate instructions to employees—Communication and training is key.

Step 4 : Record your Findings & Implement Control Measures

So you know the hazards, who might be harmed, evaluated the risks and control measures, so now its time to record this information and how you intend to control the hazards.

Note: If your organisation employs less than 5 people, you do not need to write anything down. However, its good practice to demonstrate you are taking all necessary steps.

How would you record this information???

A risk assessment template is a good place to start. There are many free templates online that you could use. What is key, is that the risk assessment is suitable & sufficient. So should show that a proper check was made, you identified everyone who might be harmed, you dealt with the significant hazards, the residual risk is low and that this information is communicated across the organisation.

5 Steps To Risk Assessment

Step 5 : Review & Update your risk assessment if and when required

When might you review and update your risk assessment?

- If there is change to the senior management/leadership team
- Introduction of new processes and procedures
- New machinery/techniques/chemicals being used
- After an incident/accident
- New starters
- Changes to working hours
- New premises or location for that particular task taking place
- Annual review/audits
- New or developing hazards

Can you now recall the five steps?

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- D
- E
- R
- R

Register

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