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# Risk Assessment

## Guidance



# Introduction

This guidance details how Coventry City Council manages the risk assessment process. Risk assessment is an important management tool to analyse hazards and identify risk reduction / control measures to provide a safer working environment. It helps to focus on the management of real risk – including those mostly likely to cause serious harm and those which are likely to happen more frequently.

It is important to understand the difference between hazard and risk; a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc; and the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

## The five step process

### The five step process to assess the risks in your workplace or service

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions/control measures
4. Record your findings and implement them
5. Review your assessment and update if necessary

## Significant risks

Risks that are likely to arise and result in serious harm as a result of work activities

Risks that contravene a statutory requirement

Risks where further control measures need to be implemented

Risks associated with specific hazards (noise, manual handling, hazardous substances (COSHH), fire, work at height, display screen equipment (DSE), etc.)

## Management responsibilities:

- Ensure that suitable and sufficient risk assessments are carried out for all tasks, activities, locations and work activities that present a significant risk in their area(s) of responsibility by:
  - Establishing the activities/tasks/locations/work equipment to be assessed
  - Identifying/nominating competent people to carry out the assessments
  - Involving staff and their representatives in assessing the risks
  - Defining a system to manage completed assessments, monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained
  - Establishing communication and information sharing for outcomes of risk assessment with all employees and others who maybe affected by the risk

- Ensure risk assessments for temporary workers, new and expectant mothers and young people within their areas of responsibility are undertaken.
- Ensure the requirement for risk assessment under specific regulations are undertaken by consulting the appropriate guidance and /or contacting Occupational Health, Safety and Wellbeing Services for advice
- Review assessments at regular intervals according to priority, following a significant change and/or if there is reason to suspect it is no longer valid eg after an accident, ill-health incident, violent incidence or malfunction has occurred
- Ensure that they and any staff involved in the creation of risk assessments have received appropriate risk assessment training
- Developing a safe system of work/procedure on who is carrying out the activity

## Employee responsibilities:

- Be aware of risk assessment and control measures for their area of work
- Co-operate with and engage in the risk assessment process
- Use and comply with control measures implemented to ensure the health and safety of themselves or others; and report any defects in control measures, workplace hazards or concerns regarding health and safety of themselves or others immediately to their line manager
- Carry out “on the spot” (dynamic) risk assessments within their own competencies and in consultation with others, as situations arise

### Training

E-learning Introduction to Risk Assessment  
E-learning Risk Assessment for Managers

### Legislation

The Management of Health and Safety at Work Regulations 1999  
The Health and Safety at Work etc Act 1974

### Further Information

New and expectant mothers' guidance [Click here](#)  
Noise at work guidance [Click here](#)  
Moving and Handling guidance (OH) [Click here](#)  
Display Screen equipment guidance [Click here](#)  
Fire safety guidance [Click here](#)

### Council forms

Risk Assessment Form [Click here](#)  
Quantitative (higher level) risk assessment form [Click here](#)  
Hazard checklist [Click here](#)

### HSE Guidance

Controlling risks [Click here](#)  
Sensible risk management [Click here](#)

To complete a risk assessment for a low-risk office environment, you can use this on-line tool from the HSE rather than complete a council template: [Click here](#)





## Contacts

### **For further information contact:**

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If you need this information in another language or format please contact Health and Safety on 024 7683 3172