

## **Risk Assessment Procedure**

### **1. Purpose and Scope**

1.1 This standard establishes procedures for the development, implementation and review of risk assessments.

1.2 A Risk Assessment should:

- Identify the significant hazards liable to arise because of work activity.
- (Significant hazards are those that pose a serious risk to individuals if not properly controlled).
- Identify who can be harmed and how.
- Identify and prioritise the measures needed to control the risks and comply with relevant legislation.
- Remain valid for a reasonable period of time.
- Record the significant findings.
- Review and update the risk assessment after 12 months, in the event of an incident or if there has been any significant changes.

The procedure applies to all:

- work areas under HEIW control
- activities undertaken by the employees of HEIW

### **2. Aims and Objectives**

The aim of this procedure is:

- To protect employees (and others) by ensuring that all tasks are suitably and sufficiently assessed.
- To implement suitable control measures to eliminate or reduce exposure to hazards when undertaking these tasks.

### **3. Implementation**

3.1 A Risk Assessment inventory (Appendix A) of work areas and activities undertaken by employees will be stored on the intranet to ensure that all hazards are identified, and risk assessments are completed, and the controls associated with the findings are suitably implemented.

3.2 A standard risk assessment form (Appendix B) will be used to capture risk information. Staff members leading an activity should complete a risk assessment for that activity. Once completed it can be stored in the inventory.

The Corporate risk assessment (Appendix C) has captured the significant risks for Ty Dysgu detailing the risks associated with the building and the control methods put in place. This can be used as a guide to help staff write their own assessment for their activity. It is

the responsibility of the event organiser to ensure that external locations have generic risk assessments in place. Staff must also complete an assessment for any new activity in an external location and record any risks that may cause significant harm.

3.3 HEIW will follow the HSE guidance for completing this form:

#### **Create an inventory**

Inspect premises and compile an inventory (appendix A) of all the tasks undertaken which have the potential to cause significant harm. To compile information ask staff about the hazards associated with the work that they do plus, it can also be helpful to review accident and illness records (how people have been injured in the past can help you understand any problem areas or task).

#### **Identify the hazards**

For each of the activities identified within the inventory identify and record the hazards associated with that activity on the risk assessment form (Appendix B). Consider anything which might harm or injure people and affect their safety e.g. trip hazards, electricity, plus you must also take into account potential longer term risks to employees health: e.g. causes of physical or mental stress; poorly designed workstations; and manual handling of objects.

#### **Decide who could be affected.**

As well as employees you should also consider particular risks to visitors, contractors and new employees as they may not be aware of safety procedures and consider anyone who might be particularly vulnerable (e.g. the disabled, young people and new or expectant mothers).

This should be recorded in the second column along with information on how the hazards identified could cause harm.

#### **Evaluate the level of risk**

Consider how likely it is that the things you have identified may cause problems, how many people it could affect, and how serious is the potential for injury. Are there any local legal requirements and do you comply?

Decide whether the risk presented is suitably controlled or more needs to be done to protect those affected by the hazards.

#### **Eliminate or control the risk**

When introducing control or improvement measures, always aim first to remove the risk (eliminate). If this is not possible or practical, then reduce the risk to as low as you can reasonably go. Safe systems of work and personal protective equipment can be used to do this but should be considered a last resort in the risk management process and generally to supplement more robust controls that have been introduced to safeguard staff and others.

## **Record and Review**

Finally, record the outcome of your risk assessments and any corrective actions you have taken as a result. This should include both existing control measures in place or additional control measures required. Where control measures relate to other policies, procedures and/or assessments these should be referenced on the existing control measures section.

The person(s) undertaking the assessment should record their details on the form for reference purposes.

- 3.4 Completed assessments should be saved in the inventory (suitably named and identified). The responsibility to ensure that this happens will be with the staff lead in charge of activity.
- 3.5 Assessments need to be reviewed annually to check they remain relevant and will need to be re-assessed immediately should there be changes to the work, area, work methods or employees.
- 3.6 The date of the assessment and the projected review date should be recorded on the risk assessment and the risk assessment inventory updated to reflect requirements.

## **4. Training**

- 4.1 All employees who are expected to complete risk assessments can be trained in this procedure so they will be able to undertake assessments in their area of responsibility. Please contact the Planning team to arrange training.
- 4.2 All completed risk assessments will be communicated to affected individuals with a record of receipt retained on file.
- 4.3 Employees will be informed of their legal duty to make full and proper use of any control measures identified as part of the assessment process along with instruction and training in how to recognise defects in control measures and on the procedures for reporting such defects.

## **5. Monitoring**

- 5.1 All completed risk assessments will be required to be reviewed at least on an annual basis, and also following new risk information, incidents or when a change to method of use is planned.
- 5.2 The effectiveness of this procedure will be reviewed annually with amendments made accordingly.
- 5.3 All 'new' control measures arising from risk assessments should be monitored on a regular basis to check on their effectiveness. This could take the form of safety audits/inspections or accident analysis with findings fed back into the annual risk assessment review.





# Appendix B – Standard Risk Assessment Form

Date of Assessment:

Completed By:

Signature:

Date of Review:

Hazard and potential for harm	People / Groups affected	What are the current controls in place to reduce risk?	What additional controls are needed to remove or reduce risk further?	Action and Responsibility

**Appendix C – Risk Assessment Form – Corporate  
HEIW - Site Assessment of Risks**

Date of Assessment: 21/11/2019

Completed By: David Price

Signature:

Date of Review: 21/11/2020

**Site Description and Assessment Overview**

Ty Dysgu is the head office of HEIW. The company employs approximately 400 people across all its operations, Approximately 200 people are employed at Ty Dysgu while the remainder are mobile working throughout Wales.

The site is a modern 3 storey building with all facilities provided, suitable access and egress, car parking, modern work space and environment with both adequate natural and artificial lighting. The business has a full external security system with cameras feeding into a manned reception area. All staff are required to sign in via an electronic fob at the front and rear entrance. Visitors sign in at reception and are given identity badges.

The site has frequent visitors which are in the main medical staff and learners and clients including contractors.

The risk assessment has highlighted that the key concerns are fire safety management and the health and safety of staff away from the building whether driving for work or attending duties on the premises of clients. The safety of learners is paramount within the business and systems in place are effective but need regular reviewing to ensure the businesses duty of care is consistently being discharged

<b>Hazard and potential for harm</b>	<b>People / Groups affected</b>	<b>What are the current controls in place to reduce risk.</b>	<b>What additional controls are needed to remove or reduce risk further</b>	<b>Action and Responsibility</b>
<b>1. Fire</b> Loss of life injury to person(s) Business loss, Business interruption	Employees, visitors, learners, contractors.	<ul style="list-style-type: none"> <li>Individual site fire risk assessment for Ty Dysgu.</li> <li>Statutory tests for all fixed and portable electrical equipment and systems with all results documented.</li> </ul>	<ul style="list-style-type: none"> <li>Review and update site fire risk assessments on an Annual basis.</li> <li>Plan, monitor and review drills</li> </ul>	Facilities & Compliance Manager

Insurance cost.		<ul style="list-style-type: none"> <li>• Weekly fire alarm test</li> <li>• Emergency Lighting monthly and six monthly tests.</li> <li>• Drills and evacuations twice yearly.</li> <li>• Personal emergency evacuation procedures.</li> <li>• Written policy / procedure</li> <li>• Fire Warden Training.</li> <li>• Carry out fire warden monthly inspection checks with all results documented.</li> <li>• Restricted car parking by the use of yellow lines to ensure that emergency vehicles are able to attend the site in the event of an emergency.</li> </ul>	and evacuations through safety committee.	
<b>2. Work Environment, Water &amp; Heating</b> Including mains water Hot water systems Heating & Ventilation Boilers	Employees, visitors, learners, contractors.	<ul style="list-style-type: none"> <li>• Maintenance and testing checks in place for Water Hygiene and Legionella testing with all results documented.</li> <li>• Statutory inspection and checks carried out for Boilers, HVAC, F-Gas, Gas Safety, Electrical (Fixed) and Water.</li> <li>• HIEW member of staff trained as PAT Tester and PAT testing equipment purchased.</li> </ul>	<ul style="list-style-type: none"> <li>• Full Survey of Water Systems within Ty Dysgu Carried out by competent contractors (RMC)</li> </ul>	Facilities & Compliance Manager
<b>3. Electrical. Fixed and Portable equipment.</b> Loss of life, burns, fire, electrocution	Employees, visitors, learners, contractors.	<ul style="list-style-type: none"> <li>• Statutory testing of fixed electrical installations and equipment with all results documented.</li> <li>• PAT Testing regime with all results documented.</li> <li>• Individual responsibility to report faults through visual inspection.</li> <li>• Individual awareness of potential risk and harm.</li> </ul>	<ul style="list-style-type: none"> <li>• Reinforce personal disciplines via health and safety committee.</li> <li>• The implementation of a full Annual PAT Testing regime with all results documented at a central location.</li> </ul>	Facilities & Compliance Manager



<p><b>4. Slips Trips and Falls</b> Injury to persons from trailing cables, boxes, bags, uneven surfaces and wet floors.</p>	<p>Employees, visitors, learners, contractors.</p>	<ul style="list-style-type: none"> <li>• Responsibilities outlined at induction.</li> <li>• Well lit areas, internal and external.</li> <li>• Service Desk reporting of issues, including faulty floor surfaces etc. with issues acted upon and repairs carried out in a timely manner.</li> <li>• Good housekeeping disciplines</li> <li>• Reduction / removal of identified hazards particularly cables and boxes</li> <li>• Office cleaning with cleaning company reporting any hazards.</li> <li>• House keeping checks / inspections.</li> <li>• Effective signs and warnings of any hazards.</li> </ul>	<ul style="list-style-type: none"> <li>• Reinforce disciplines through safety committee.</li> <li>• Review and communicate housekeeping checks and outcomes.</li> </ul>	<p>Facilities &amp; Compliance Manager</p>
<p><b>5. First Aid provision</b> Loss of life, sustained injuries made worse, claims and business interruption.</p>	<p>Employees, visitors, learners, contractors.</p>	<ul style="list-style-type: none"> <li>• Provision of adequate First Aid facilities including First Aid boxes on each floor.</li> <li>• Trained First Aiders.</li> <li>• Provision of a Defibrillator at reception with staff trained in its use.</li> <li>• Adequate signs and notice supporting first aid awareness.</li> <li>• First Aid trained staff shown on notice board at reception with contact details.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of numbers of trained people, level of training and coverage throughout the business</li> </ul>	<p>Facilities &amp; Compliance Manager</p>

<p><b>6. Display Screen Equipment</b> Ergonomic injuries, eye strain, headaches stress and infection</p>	<p>Employees, visitors</p>	<ul style="list-style-type: none"> <li>• DSE Assessments carried out on all new starters.</li> <li>• Induction training to make users aware of hazards involved.</li> <li>• Workstation self- assessment checks.</li> <li>• Housekeeping checklists</li> <li>• Individual responsibility for workstations.</li> <li>• Work planning to reduce risks, ie frequent breaks etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Reinforce individual disciplines through safety committee and managers.</li> <li>• Liaise with HR to identify issues related to absence / ill health.</li> <li>• Hygiene regimes for keyboards and desk top equipment.</li> <li>• Make DSE Training as a mandatory discipline in ESR.</li> <li>• Make DSE training available to temporary staff.</li> </ul>	
<p><b>3. Handling and Lifting</b> Injury to person from incorrect lifting, damage to equipment and materials.</p>	<p>Employees</p>	<ul style="list-style-type: none"> <li>• Potential for harm identified and covered on induction.</li> <li>• Equipment provided to avoid / reduce handling tasks.</li> <li>• ESR Mandatory training in Manual handling</li> </ul>		









