

CS046 - Risk Assessment Policy

MONITORING FORM	
Department	Company
Department Director	Technical
This policy is applicable to	Company
Author	Inspection & Quality Assurance Officer
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The purpose of this Policy Procedure Note is to provide staff with information and guidance on how to deal with risk assessment.

What is a hazard?

A hazard is anything with the potential to cause harm e.g. working at height on scaffolding, working from ladders/steps, manual handling of materials, working on electrical equipment, working with portable power tools, lifting floorboards, working with hazardous substances, inspection/removal of gas fires.

What is risk?

A risk is the likelihood that a hazard will cause a specified harm to someone or something e.g. if there are no guard rails on the scaffolding it is likely that a construction worker will fall and break a bone.

What is risk management?

Risk Management is a process that involves assessing the risks that arise in your workplace, putting sensible health and safety measures in place to control them and then making sure they work in practice.

What is risk assessment?

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Why is risk assessment important?

Managing health and safety risks puts you in control since it leaves your business less open to chance. A risk assessment helps to prevent accidents and ill health to you, your workers and members of the public. Accidents and ill health can ruin lives and harm your business too if output is lost, equipment is damaged, insurance costs increase or you have to go to court. You are legally required to assess the risks in your workplace so that you can put in place a plan to control the risks.

How do I do a risk assessment?

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record your findings and implement them
- Review your risk assessment

Do I have to record the findings of the risk assessment? If so, why? Isn't that just bureaucracy?

Health and safety law requires that you keep a record of the significant findings of your assessment if you employ five or more people. It makes sense to keep a record of the assessment so that when you come to review it, you can check back to see if anything has changed. It is also useful to keep a record so that you can share the findings with your staff. Finally, it proves that you have carried out the process if a health and safety inspector asks about it.